



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: Lolito D. Caña

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.44	70%	3.11
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
<b>TOTAL NUMERICAL RATING</b>			<b>4.39</b>

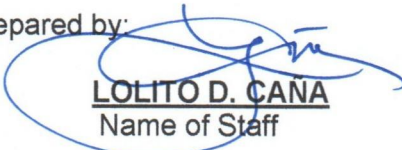
TOTAL NUMERICAL RATING: 4.39

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.39

FINAL NUMERICAL RATING 4.39

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:   
LOLITO D. CANA  
Name of Staff

Reviewed by:   
EDITHA G. CAGASAN  
Department/Office Head

Approved:

BEATRIZ S. BELONIAS  
VP, for Instruction

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOLITO D. CAÑA**, of the **ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2020.

  
**LOLITO D. CAÑA**  
Ratee

Approved:   
**EDITHA G. CAGASAN**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Printing Services	Copies of manuals and handbooks printed/No. of reams used for printing	Operates the copy printer	400 cps manuals & handbooks; 80 reams	3000cps manuals & handbooks 100 reams	5	4	5	4.67	
Binding Services	Number of books bound (soft/hard)	Performs binding activities	350 cps softbound; 100 cps hardbound	400cps softbound 150 cps hardbound	4	4	5	4.33	
Efficient and customer friendly assistance	Zero Percent complaint from clients served	Entertains clients and facilitates filing-up of job orders	70 job orders	80 job orders	4	4	5	4.33	
Total Over-all Rating								13.33	

<b>Average Rating (Total Over-all rating divided by 3)</b>		<b>4.44</b>
Additional Points:		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		<b>Very Satisfactory</b>

Comments & Recommendations for Development Purpose: Willing to work anytime when needed.

Evaluated and Rated by:

Recommending Approval:

Approved by:

  
**EDITHA G. CAGASAN, Ph.D.**  
Head, MMDC/OPO/VPP

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Dean

  
**BEATRIZ S. BELONIAS, Ph.D.**  
VP for Instruction

1 - quality    2 - efficiency    3 - timeliness    4 - average



Exhibit I

**PERFORMANCE MONITORING FORM**  
**January to June 2020**

Name of Employee: **Lolito D. Caña**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Operates copy printer	400 copies of manuals & handbook; 80 reams printed forms	January 2020	January to June 2020	Within January to June 2020	Impressive	Very Satisfactory	3,000 manuals & handbook; 100 rms. printed
2	Performs bidding activities	350 copies softbound; 100 copies hardbound	January 2020	January to June 2020	Within January to June 2020	Very Impressive	Outstanding	400 soft bound; 150 cps hardbound
3	Entertains clients and facilities filling-up job orders	70 job orders	January 2020	January to June 2020	Within January to June 2020	Impressive	Very Satisfactory	80 job orders

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:



**EDITHA G. CAGASAN**  
Head, OPO/MMDC/VPP



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: Lolito D. Caña

Position: Administrative Aide IV

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**


Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	(3)	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	(4)	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	(4)	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	(4)	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	(4)	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed	5	(4)	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	(4)	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	(5)	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	(4)	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1
12.	Willing to be trained and developed	(5)	4	3	2	1



Total Score		51				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score						
Average Score		4.25				

Overall recommendation :

  
EDITHA G. ACAGASAN  
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

x	1st	Q U A R T E R
x	2nd	
	3rd	
	4th	

Name of Office: Online Programs Office (VSUOU/MMDC/VPP)


Head of Office: Editha G. Cagasan

Number of Personnel: Lolito D. Caña

Signature: 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Printing of documents (Graduation Program, IMs, etc.)	x				
Binding of documents (PPPs and supporting documents, IMs, forms, etc.)	x				
Entertains clients and facilities filling-up job orders	x				
Coaching					
Binding of documents (PPPs and supporting documents, IMs, forms, etc.)	x				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by: 

EDITHA G. CAGASAN  
Head, OPO

Noted by: 

BEATRIZ S. BELONIAS  
VP for Instruction

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **LOLITO D. CAÑA**

Performance Rating (Previous Rating Period): **Very Satisfactory**

Aim: To improve capability to maintain/repair/operate Printing Press equipment; and to provide printing and binding services to clients

Proposed Interventions to Improve Performance:

Date: **January 1, 2020**

Target Date: **June 30, 2020**

**First steps:**

- Meeting to review about the things that the office needs to accomplish and to define staff roles in accomplishing office targets
- Coaching/guidance as needed

**Results:**

- No complaints from clients

Date: **July 1, 2020**

Target Date: **December 31, 2020**

**Next Steps:**

- Continue providing guidance in the performance of office duties
- Request Administration for the repair of printing equipment currently used to provide printing services to the university
- Request Administration for the extension of the MMDC building so that the printing equipment can be transferred to it from the CFES.

**Outcome:**

- Printing equipment repaired and is now used to continue providing printing services to the university.
- Extension of MMDC building scheduled to be started in 2018 or 2019.

**Final Step/Recommendation:**

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:

  
**Dr. EDITHA G. CAGASAN**  
Head, Online Programs Office

Conforme:

  
**LOLITO D. CAÑA**  
Admin. Aide IV, VPP