



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2022**

Name of Staff: **Lilibeth Victoria V. Pagalan**


Position: **Administrative Aide**

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	49				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	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	49				
Average Score	4.08				
Overall recommendation	:				


DHENBER C. LUSANTA
 Printed Name and Signature
 Head of Office



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LILIBETH VICTORIA V. PAGALAN**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.08	30%	1.22
TOTAL NUMERICAL RATING			4.60

TOTAL NUMERICAL RATING: 4.60
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.60

FINAL NUMERICAL RATING 4.60

ADJECTIVAL RATING: Outstanding


Prepared by:


VANESSA MAY B. MILAN
Name of Staff


Reviewed by:


DHENBER C. LUSANTA
Department/Office Head

Recommending Approval:


ROSA OPHELIA D. VELARDE
Dean/Director

Approved:


MARIA JULIET C. CENIZA
Vice President

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July - December 2022

Name of Employee : LILIBETH VICTORIA V. PAGALAN

Performance Rating:

Aim: To be efficient in performing administrative tasks and any given tasks.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2022

Target Date: within 3rd quarter 2022

First Step:

Allow to attend and participate training/seminar/workshop related to administrative functions.

Result:

Attendance to training/seminar/workshop.

Attended training-workshop on procurement processes as a member of the BAC secretariat.

Date: October 2022

Target Date: within the 4th quarter 2022

Next Step:

The filing and processing of documents were in line with the procedure and guidelines of the institute.

Use of procurement documents based on updated guidelines

Outcome:

Improved output of reports and record keeping

Improved presentation of procurement documents.

Final Step/Recommendation:

Prepared by:

DHENBER C. LUSANTA
Unit Head

Conforme:


LILIBETH VICTORIA V. PAGALAN
Name of Ratee

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January - June 2022

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

Name of Employee : **LILIBETH VICTORIA V. PAGALAN**

Head of Office : **DHENBER C. LUSANTA**

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring Conducts meeting and discuss Eco-FARMI Agenda for 2022-2027 with the core and admin staff Discussion on the update of Eco-FARMI Revisit		September 26, 2022 September 19, 2022				
Coaching Preparation of documents/ reports and keeping of records according to standard Conducted consultations	July 1, 2022 September 1, 2022					

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

Conducted by:

DHENBER C. LUSANTA
Immediate Supervisor


Noted by:


MARIA JULIET C. CENIZA
Next Higher Supervisor

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LILIBETH VICTORIA V. PAGALAN, an administrative staff of the Ecological Farm and Resource Management Institute (Eco-FARMI) agrees to be rated on the following accomplishments in accordance with the indicated measures for the period July 2022 to December 2022:


LILIBETH VICTORIA V. PAGALAN
 Ratee
 Date:

Approved:

DHENBER C. LUSANTA
 Unit Head
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)	
						Quality	Efficiency	Timeliness	Average		
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Provides customer-friendly frontline services to clients	5 clients with zero complaints							
		No. of SPMS documents evaluated and signed	Encodes/prepares OPCR/IPCR of the Insitute and its administrative staff	6	2	4	4	4	4.00		
		Procurement Service: Support to the BAC as member of the BAC Secretariat	Percentage of support services to the BAC rated at least very satisfactory	Very Satisfactory	Very Satisfactory	5	5	5	5.00		
			Assists and facilitates BAC meetings (of at least 40 procurement projects)	60	96	5	5	5	5.00		
			Prepares Minutes of Meetings, NOA, Contracts, and NTP	60	261	5	5	5	5.00		NOA (65), Contract (68), and NTP (61); Minutes (67)

