



ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 565 0600; local: 1040 Website: www.vsu.edu.ph

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. C	commitment (both for subordinates and supervisors)		5	Scal	е	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(3)	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	40				
	eadership & Management (For supervisors only to be rated by higher supervisor)			Scale	Э	
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	40				
	Average Score	4.	08			
Over	rall recommendation :					

DHENBER C. LUSANTA
Printed Name and Signature
Head of Office





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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
		TOTÁL NUI	MERICAL 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:

Reviewed by:

VANESSA MAY B. MILAN

Name of Staff

DHENBER C. LUSANTA
Department/Office Head

Recommending Approval:

ROSA OPHELIA D. VELARDE

Dean/Director

Approved:

MARIA JULIET C. CENIZA

ice President

No. \$12-23-103

EMPLOYEE DEVELOPMENT PLAN Rating Period: July - December 2022

Name of Employee :

LILIBETH VICTORIA V. PAGALAN

Performance Rating:

Aim:	To be efficient in performing admini	strative tasks and ar	ny given tasks.
Proposed Interve higher responsib	ntions to Improve Performance an ilities:	d/or Competence	and Qualification to assume
Date:	July 2022	Target Date:	within 3rd quarter 2022
First Step:			
Allow to attend and	d participate training/seminar/worksh	op related to adminis	strative functions.
Result:			
Attendance to train	ning/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 proc	essing of documents were in line wit	h the procedure and	guidelines of the institute.
Use of procureme	nt documents based on updated guid	elines	
Outcome:			
Improved output o	f reports and record keeping		
Improved presenta	ation of procurement documents.		

Prepared by:

DHENBER C. LUSANTA

Unit Head

Conforme:

LILIBETH VICTORIA V. PAGALAN

Final Step/Recommendation:

Name of Ratee

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

	1st	Q
	2nd	U A
√	3rd	R T
√	4th	E R

Name of Employee : LILIBETH VICTORIA V. PAGALAN

Head of Office

: DHENBER C. LUSANTA

Number of Personnel: 1

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

1, 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

DHENBER C. LUSANTA

Approved:

Unit Head Date:

Ratee

Date:

MFO No.

REMARKS (Indicators in	percentage should be	supported with numerical values in numerators and denominators)		
		Эр втэуА		
Rating		ssəniləmiT		
2		Efficiency		
		Quality		
Actual	Accomplishment			
Target				S cliente with zoro
Tasks Assigned				Drouides enstemer friendly
Success/ Performance Indicators (PI)			ort Services (GASS)	Zoro possont complaint A 48 Puntamor friendly frontling
	MFO's/PAPs		neral Admin. & Support Services (GASS)	Toro porocontomorphism

y frontline Provides customer-friendly 5 clients with zero frontline services to clients complaints complaints Its evaluated and Encodes/prepares 6 2 4 4 4 OPCR/IPCR of the Insitute and its administrative staff Support to the Percentage of support services Very Satisfactory Very Satisfactory satisfactory Assists and facilitates BAC 60 96 5 5 5 meetings (of at least 40 procurement projects) Prepares Minutes of Meetings, 60 261 5 5 NOA, Contracts, and NTP
y frontline Provides customer-friendly 5 clients with zero frontline services to clients complaints complaints complaints by frontline services to clients complaints complaints complaints of process/prepares 6 2 4 4 4 4 4.00 contracts of the Institute and its administrative staff its administrative staff subport services Very Satisfactory Satisfactory satisfactory satisfactory satisfactory contracts and facilitates BAC for a least 40 procurement projects) connectings (of at least 40 procurement projects) contracts, and NTP contracts, and NTP contracts, and NTP contracts.
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y frontline Provides customer-friendly 5 clients with zero frontline services to clients Complaints complaints by the codes/prepares 6 Coperation of the Insitute and its administrative staff its administrative staff satisfactory back Secretariat to the BAC rated at least very satisfactory Assists and facilitates BAC meetings (of at least 40 procurement projects) Prepares Minutes of Meetings, 60 NOA, Contracts, and NTP 6 NOA, Contracts, and NTP
y frontline Provides customer-friendly frontline services to clients frontline services to clients Encodes/prepares OPCR/IPCR of the Insitute and its administrative staff Support to the Percentage of support services to the BAC rated at least very satisfactory Assists and facilitates BAC meetings (of at least 40 procurement projects) Prepares Minutes of Meetings, NOA, Contracts, and NTP
y frontline its evaluated and Support to the BAC Secretariat
y frontline its evaluated and Support to the BAC Secretariat
MFO 6. General Admin. & Support Services (GASS) PI 2. Zero percent complaint A46. Customer-friendly frontline services from clients served No. of SPMS documents evaluate signed Procurement Service: Support to BAC as member of the BAC Secri
I I

		Assists during post	-	-	2	2	5	5.00	5.00 Camprock Analytika	
		qualification and in the								
		preparation of reports								
		Email and follow-up NOA,	80	248	4	4	4	4.00	NOA (64), Contract (64),	
		Contract, and NTP to suppliers							and NTP (56);	-
		/ contractors including							Performance Bond (61)	-
		submission Performance Bond								
		Prepares (administrative /	10	38	2	5	5	5.00	Replenishment and CA	
		financial documents)							vouchers (23); Travel	-
		replenishment vouchers, travel							Orders (9); Trip Tickets	_
		orders, travel per diem							and RIS (6)	
		vouchers for BAC								-
	Total Over-all Rating							29.00		
	Average Rating							4.83		7
	Adjectival Rating							0		_
-	The same of the sa		And the second name of the secon							

Evaluated and rated by:

Recommending Approval:

Approved by:

MARIA MILIET C. CENIZA Vioe President, RDE

ROSA OPHELIA D. VELARDE

DHENBER C. LUSANTA

OIC ECO-FARMI

Date:

Director, Research

Date:

Comments and Recommedation for Development Purpose:

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