



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Pasa, Janet O.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.74	70%	3.32
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.81	30%	1.44
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.76**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


PRECILA C. BELMONTE
Temp. Administrative Officer

Reviewed by:


MARLON M. TAMBIS/ EDGARDO. TULIN
Assistant Director/ Director

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
VP for Res., Ext., &
Innovation

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **JANET O. PASA**, Administrative Aide III of the Philrootcrops accomplished the following targets in accordance with the indicated measures for the period March 21 to December 31, 2022.

Prepared by:


JANET O. PASA
Adm. Aide III/Ratee

Approved:


MARLON M. TAMBIS
Assistant Director

Approved:


EDGARDO E. TULIN
Director

MFO & PAPs	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
OVPI MFO 1 Administrative and Facilitative Services									
	PI 1. Number of documents, reports and communications received, evaluated, facilitated and recorded	Facilitates submission of dept/center's letter requests to appropriate body	45	56	5	5	5	5	
		Takes charge of internal and external communications and financial documents for signature and distribution to Center Director and external communications, memoranda, circular, etc.	150	75	4	4	4	4	
		Receives, records, checks and countersigned various documents and facilitates signature of the head/assistant director/director	200	221	4	4	5	4.33	
		Reports and communications filed	150	121	5	4	4	4.33	
	P1 2. Number of standard government and ISO forms received, attended and countersigned	Facilitates signature of other government forms from the dept./center for the signature of the dept. head/diretor/assistant director	50	81	5	5	5	5	
		Types Travel Order	25	28	5	5	5	5	
		Types/assists in Application for Leave	15	48	5	5	5	5	
		Assists/prepares DTR printing	10	25	5	5	5	5	DAEEx faculty and Philrootcrops Personnel

		Types TripTicket	10	6	5	5	4	4.67	
PI 3. Number of financial documents typed		Types payrolls/vouchers (Job Orders)	250	12					
		Types honorarium of PhilRootcrops Staff	20	-					To be accomplished july-dec. 2022
		Types reimbursement / replenishments / liquidations (supplies/travel/courier)	20	9	4	4	4	4	
		Types payment vouchers and RIS (fuel)	20	5					
		Types Cash Advances(supplies/travel)	20	3					
PI 4. Number of Recommendations, contracts, appointments typed		Types Recommendations of SRAs/Aides charged to PS	4	1					
		Types Contracts of SRAs/Aides charged to PS	4	-					To be accomplished july-dec. 2022
		Types Appointments of SRAs/Aides charged to PS	4	-					To be accomplished july-dec. 2022
		Types Contracts of SRA/Aide charged to MOOE	25	-	4	4	4	4	To be accomplished july-dec. 2022
		Types Appointments for honorarium of PhilRootcrops staff	15	-					To be accomplished july-dec. 2022
		Types Contracts J.O Workers and SRA in DAEEEx (March - June 2022)	3	4					As DAEEEx Clerk form March 21 to June 15, 2022
P1 5: Number of student forms/docs (Clearance, Overload, change of acad. Advisers, shifting forms, Report of Grade Completion, etc.) encoded, received, attended, prepared, reproduced and countersigned (March - June 2022)		Facilitates signature of student forms	10	54					As DAEEEx Clerk form March 21 to June 15, 2022
		Encodes and prints student forms and manuals prepares and reproduce ready for distribution (March - June 2022)	10	39	5	5	5	5	As DAEEEx Clerk form March 21 to June 15, 2022
		Assists the dept. head, OJT Coordinator/Supervisor in facilitating OJTs and thesis needed forms (March-June 2022)	20	44					As DAEEEx Clerk form March 21 to June 15, 2022
PI 6. Number of Documents Controlled (as dDRC)		Controls ISO documents (Communications, Accomplishments, Contracts, Certifications, ect.)	250	475	5	5	5	5	As DAEEEx dDRC
PI 7. Number of Subjects evaluated		Acts as Evaluation facilitator of the Faculty evaluation							

OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	0	0 complaint	✓	✓	✓	✓	
	Number of visitors received	Receives center visitors and refer them to appropriate office/Center personnel for assistance	25	29	✓	✓	✓	✓	
	Number of telephone calls answered	Telephone calls answered	100	150	✓	✓	✓	✓	
Best practices/new initiatives									
	1. Performs other tasks that may be assigned from time to time	1. DAEEEx services rendered (March 21-June 14) Assists in the photocopying and printing services	200	459	✓	✓	✓	✓	
	2. COVID-19 Pandemic	*observe social distancing *Washing of hands/putting disinfectant/alcohol * wearing of face masks	100%	100%	✓	✓	✓	✓	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purpose:
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.74	
ADJECTIVAL RATING			

Evaluated and Rated by:


EDGARDO E. TULIN

Director

Date: _____


MARLON M. TAMBIS

Assistant Director

Date: _____

Recommending Approval:


ROSA OPHELIA D. VELARDE

Director for Research

Date: _____

Approved:


MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

Date: _____



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Pasa, Janet O.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.92	70%	3.44
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.94**

ADJECTIVAL RATING: **Outstanding**

Prepared by:



PRECILA C. BELMONTE
Temp. Administrative Officer

Reviewed by:



MARLON M. TAMBIS/ EDGARDO. TULIN
Assistant Director/ Director

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
VP for Res., Ext., &
Innovation

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **JANET O. PASA**, Administrative Aide III of Philrootcrops accomplished the following targets in accordance with the indicated measures for the period July 1 to December 31, 2022.

Prepared by:

JANET O. PASA
Adm. Aide III/Ratee

Approved:

MARLON M. TAMBIS
Assistant Director

Approved:

EDGARDO E. TULIN
Director

MFO & PAPs	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
OVPI MFO 1 Administrative and Facilitative Services									
	PI 1. Number of documents, reports and communications received, evaluated, facilitated and recorded	Facilitates submission of dept/center's letter requests to appropriate body	45	201	5	5	5	5	
		Takes charge of internal and external communications and financial documents for signature and distribution to Center Director and external communications, memoranda, circular, etc.	150	320	5	5	5	5	
		Receives, records, checks and countersigned various documents and facilitates signature of the head/assistant director/director	200	500	5	5	5	5	
		Reports and communications filed	150	260	5	5	5	5	
	P1 2. Number of standard government and ISO forms received, attended and countersigned	Facilitates signature of other government forms from the dept./center for the signature of the dept. head/diretor/assistant director	50	1050	5	5	5	5	
		Types Travel Order	25	54	5	5	5	5	
		Types/assists in Application for Leave	15	108	5	5	5	5	
		Assists/prepares DTR printing	10	80	5	5	5	5	PRCRTC Faculty and staff
		Types TripTicket	10	15	5	5	4	4.63	
	PI 3. Number of financial documents typed	Types payrolls/vouchers (Job Orders)	250	281	5	5	5	5	

		Types honorarium of PhilRootcrops Staff	20	30	5	5	5	5	
		Types reimbursement / replenishments / liquidations (supplies/travel/courier)	20	56	5	5	5	5	
		Types payment vouchers and RIS (fuel)	20	25	5	5	5	5	
		Types Cash Advances(supplies/travel)	20	5	4	4	4	4	
		Types statement of fund releases to NCT cooperating stations	-	2	5	4	4	4.33	Liquidation of fund
	PI 4. Number of Recommendations, contracts, appointments typed	Types Recommendations of SRAs/Aides charged to PS	4	8	5	5	5	5	
		Types Contracts of SRAs/Aides charged to PS	4	8	5	5	5	5	
		Types Appointments of SRAs/Aides charged to PS	4	8	5	5	5	5	
		Types Contracts of SRA/Aide/laborers/ welders charged to MOOE -Types Emergency Contracts/ Appointments of project based personnel	25	35	5	5	5	5	
		Types Appointments for honorarium of PhilRootcrops staff	15	-					
		Types Contracts J.O Workers and SRA in DAEEx (March - June 2022)	3	-					Already accomplished for the period March 21 to June 15, 2022
	PI 5: Number of student forms/docs (Clearance, Overload, change of acad. Advisers, shifting forms, Report of Grade Completion, etc.) encoded, received, attended, prepared, reproduced and countersigned	Facilitates signature of student forms	10	20	5	5	5	5	
		Encodes and prints student forms and manuals prepares and reproduce ready for distribution (March - June 2022)	10	-					Already accomplished for the period March 21 to June 15, 2022
		Assists the dept. head, OJT Coordinator/Supervisor in facilitating OJTs and thesis needed forms (March-June 2022)	20	-					Already accomplished for the period March 21 to June 15, 2022
	PI 6. Number of Documents Controlled	Controls ISO documents (Communications, Accomplishments, Contracts, Certifications, ect.)	250	305	5	5	5	5	
	PI 7. Number of Subjects evaluated	Acts as Evaluation facilitator of the Faculty evaluation							
OVPI MFO 2. Frontline Services									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	0	0 complaint	5	5	5	5	

	Number of visitors received	Receives center visitors and refer them to appropriate office/Center personnel for assistance	25	100	5	5	5	5	
	Number of telephone calls answered	Telephone calls answered	100	150	5	5	5	5	
Best practices/new initiatives									
	1. Performs other tasks that may be assigned from time to time	1. DAEEEx services rendered (March 21-June 14) Assists in the photocopying and printing services	200	-					Already accomplished for the period March 21 to June 15, 2022
	2. COVID-19 Pandemic	*observe social distancing *Washing of hands/putting disinfectant/alcohol *wearing of face masks	100%	100%	5	5	5	5	
	3. Use of Logbook/Record Book	*Records documents (payroll, honorariums, leave applications, travel orders etc...)	100%	100%	5	5	5	5	
	4. Document Tracking	*Types and prints barcode, release, receive and hold/return documents in HRIS System	250	546	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purpose:
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.92	
ADJECTIVAL RATING		outstanding	

Evaluated and Rated by:


EDGARDO E. TULIN

Director

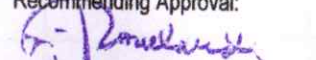
Date: _____


MARLON M. TAMBIS

Assistant Director

Date: _____

Recommending Approval:


ROSA OPHELIA D. VELARDE

Director for Research

Date: _____

Approved:


MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average