



**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	4.95	70%	3.47
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.97</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

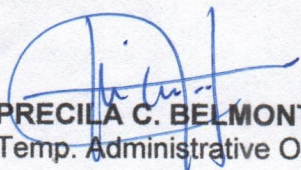
FINAL NUMERICAL RATING:

**4.97**

ADJECTIVAL RATING:

**Outstanding**

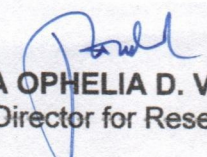
Prepared by:

  
**PRECILA C. BELMONTE**  
Temp. Administrative Officer

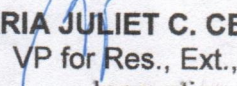
Reviewed by:

  
  
**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 January 1 to June 30, 2023.

Prepared by:

Approved:

JANET O. PASA  
Adm. Aide III Ratee

MARLON M. TAMBIS / EDGARDO E. TULIN  
Assistant Director / 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	155					
		Takes charge of internal and external communications and financial documents for signature and distribution to Center Director and external communications, memoranda, circular, etc.	150	550	5	5	5	5	
		Receives, records, checks and countersigned various documents and facilitates signature of the head/assistant director/director	200	850					
		Reports and communications filed	150	345					
	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	365					
		Types Travel Order	25	18					
		Types/assists in Application for Leave	15	88	5	5	5	5	
		Assists/prepares DTR printing	10	95					

		Types TripTicket	10	20					
PI 3. Number of financial documents typed		Types payrolls/vouchers (Job Orders)	250	360					
		Types honorarium of PhilRootcrops Staff	20	16					
		Types reimbursement / replenishments / liquidations (supplies/travel/courier)	20	26					
		Types payment vouchers and RIS (fuel)	10	15					
		Types Cash Advances(supplies/travel)	10	6	5	5	4	9.67	
		Types vouchers for fund transfer to NCT cooperating stations	5	—					To be accomplished on July - December 2023
		Types statement of fund releases to NCT cooperating stations	5	—					To be accomplished on July - December 2023
PI 4. Number of Recommendations, contracts, appointments typed		Types Recommendations of SRAs/Aides charged to PS	4	8					
		Types Contracts of SRAs/Aides charged to PS	4	8					
		Types Appointments of SRAs/Aides charged to PS	4	8	5	5	5	5	
		Types Contracts of SRA/Aide charged to MOOE	25	23					
		Types Appointments for honorarium of PhilRootcrops staff & NCT stations	15	—					To be accomplished on July - December 2023
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		Facilitates signature of student forms	10	50					
PI 6. Number of Documents Controlled		Controls ISO documents (Communications, Accomplishments, Contracts, Certifications, ect.)	200	250	5	5	5	5	
PI 7. Number of Subjects evaluated		Acts as Evaluation facilitator of the Faculty evaluation	—	—					
<b>OVPI MFO 2. Frontline Services</b>									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	0	0					



	Number of visitors received	Receives center visitors and refer them to appropriate office/Center personnel for assistance	25	150	5	5	5	5	
	Number of telephone calls answered	Telephone calls answered	100	250	5	5	5	5	
<b>Best practices/new initiatives</b>									
	Use of Logbook/Record book	* Records documents (Payroll, Honorariums, Leave applications, Travel orders, etc..)	100%	100%	5	5	5	5	
	Document tracking	* Types and print barcode, release, receive and hold/return documents in HRIS system	250	1,500	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purpose:  To attend capability build-up trainings regarding filing of documents.
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.95	
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

PERFORMANCE MONITORING & COACHING JOURNAL

X	1 <sup>st</sup>	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Edgardo E. Tulin & Prof. Marlon M. Tambis**

Name of Personnel: **Janet O. Pasa**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  <u>1<sup>st</sup> Quarter</u> <u>2<sup>nd</sup> Quarter</u>  a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e,g office document preparation	Meeting with staff under the Administrative Division to tackle issues (negative and positive feedback) of other PhilRootcrops personnel	memo to attend the meeting		Negative feedback from concerned personnel were addressed  Office procedures were properly followed
<b>Coaching</b>  Coaching of staff on the proper procedure in doing the assigned tasks  Encouraging the staff under the Administrative Division to attend learning and development such as training offered by the University	One-on-one coaching	Group coaching through meetings and even in group discussions			Positive response to the coaching activity, negative feedback on the assigned office activity were immediately addressed

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

Conducted by:

**PRECILA C. BELMONTE**  
Immediate Supervisor

Noted by:

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2023

Name of Staff: Janet O. Pasa

Position: Administrative Aide III

**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	5	4	3	2	1




improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
<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	5				

Overall recommendation : \_\_\_\_\_

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

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: JANET O. PASASignature: 

Performance Rating: \_\_\_\_\_

Aim: To come up systematic office procedures in accordance to ISO standard for efficient client service satisfaction

Proposed Interventions to Improve Performance:

Date: January 1, 2023Target Date: June 30, 2023

First Step:

- Meeting and coaching of staff to come up with an effective office procedures e.g.; receiving of outside documents; receiving of in-house documents; recording of documents, database of documents (in Excel format) and use of office forms in accordance to ISO standard

Result:

- Outside documents received stamped with "Received" with date and signature of the receiver; numbered, photocopied and distributed to persons concerned
- File copy properly filed
- Inside documents properly checked prior to signature of the persons concerned
- Typed requested and necessary office document (payroll, vouchers, etc.)
- Started inputting documents in Excel format for recording purposes

Date: July 1, 2023Target Date: December 31, 2023

Next Step:

Periodic monitoring of assigned jobsTo attend related training on office proceduresOutcome: Documents properly documented, labeled and filed  
Forms used for every document is in accordance to ISO standard

Final Step/Recommendation:

- To maintain performance and or exceed the current performance.
- To attend trainings on office procedures, computer programs manipulation and front line services, health and wellness and stress management.

Prepared by:

MARLON M. TAMBIS / EDGARDO E. TULIN  
Asst. Director/Director

Conforme:

JANET O. PASA  
Name of Ratee /Faculty/Staff