

Annex P

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

Name of Administrative Staff: PAMELA P. ORAÑO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.70	70%	3.29
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.69

TOTAL NUMERICAL RATING: 4.69

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.69

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:



PAMELA P. ORANO
Name of Staff



EDITHA G. CAGASAN
Department/Office Head

Recommending Approval:

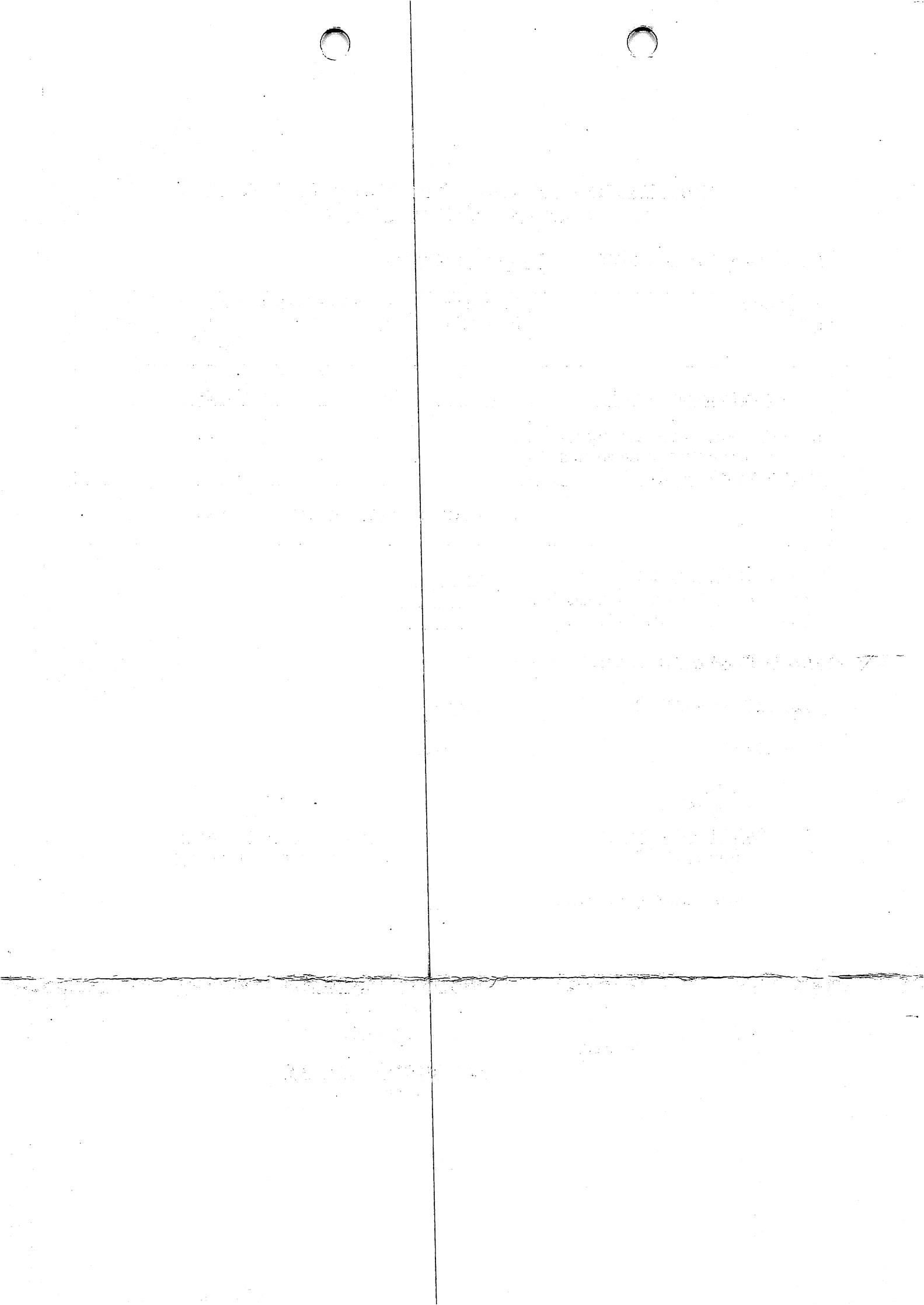


EDITHA G. CAGASAN
Dean/Director

Approved:



BEATRIZ S. BELONIAS
Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Pamela P. Orano, of the Quality Assurance Center commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2018.



PAMELA P. ORANO

Name of Employee

Approved by:



EDITHA G. CAGASAN

Head of Unit

MFO	Success Indicators	Target	Accomplishment as of June 2017	% Accomplishment as of June 2017	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Duties	Number of NPs printed for corrections (for technical consultant and internal technical evaluators) Level III Phase 2	6 Programs (5 areas each Program)	8 Programs (5 areas each Program)	133.33 %	5	5	5	5	
	Number of NPs edited for final layout and printed for QAC file and to AACCUP Accreditors (Level III Phase 2)	6 Programs (5 areas each Program)	8 Programs (5 areas each Program)	133.33 %	5	5	5	5	
	Number of ISA KRAs printed for corrections	2 KRAs	2 KRAs	100%	4	4	4	4	
	Number of AACCUP Dry run presentations facilitated	1	1	100%	5	5	5	5	
	Number of meetings/workshops/writeshops, benchmarking activities attended and facilitated (ISO, AACCUP, CHED ISA, Washington Accord)	10	20	200%	4	5	5	4.67	
	Number of OPCR/IPCR, DTR, Leave applications, PRS, BURs prepared	2	8	400%	5	5	5	5	
	Number communications, TOS/syllabus received and clearances countersigned	25	60	240%	5	5	5	5	

	Number of pages consumed in photocopying	1000 pages	2000	200%	5	5	5	5	
	% of 5s preparation	20 %	10%	150%	4	4	4	4	
	Number of programs followed up for the submission of their NPs, PPPs, ISA SED and compliance reports	6	8	133.33 %	4	4	4	4	
Efficient & customer-friendly assistance	Zero complaint from clients	No complaint	No complaint	No complaint	5	5	5	5	
Total Over-all Rating								51.67	
Average Rating								4.70	
Adjectival Rating								outstanding	

Average Rating (Total Over-all rating divided by 4)		4.70
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.70
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

she is willing to work beyond office hours when needed. keep up the good work.

Evaluated and Rated by:



EDITHA G. CAGASAN
Head of Unit

Recommending Approval:



EDITHA G. CAGASAN
Director

Approve:



BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

Date: _____

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June , 2018

Name of Staff: Pamela P. Oraño 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						
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		56				
Average Score		4.67				

Overall recommendation : Continue the good work



EDITHA G. CAGASAN


Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL
January - June, 2018

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

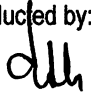
Name of Office: QAC


Head of Office: EDITHA G. CAGASAN

Name of Staff: Pamela P. Orano signature: 

Activity	Monitoring	MECHANISM			Remarks	
		Meeting		Memo		Others (Pls. specify)
		One-on-One	Group			
<u>Monitoring</u>						
1	Receiving, evaluating, stamps facsimile and releasing of documents	X				
2	Reproduction of PPPs	X				
3	Meeting; Monitoring the of status of Program Evaluation		x			
<u>Coaching</u>						
1	Seminar-Workshop on the Preparation of Supporting Documents		X			
2	Individual discussion/consultation	X				

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

Conducted by:

EDITHA G. CAGASAN
Director, QAC

Noted by:

BEATRIZ S. BELONIAS
Vice-Pres. for Instruction

EMPLOYEE DEVELOPMENT PLAN

January –June 2018

Name of Employee: PAMELA P. ORANO

Performance Rating: 4.69 (Outstanding)

Aim: TO enable staff to maintain if not improve outstanding performance

Proposed Interventions to Improve Performance:

Date: December 2017 Target Date: January - June 2018

First Step: Meeting with staff to discuss schedule of QAC activities and the responsibilities of each staff

Result: staff are able to keep track of the progress of the various QA activities

Date: June 2018 Target Date: July to Dec. 2018

Next Step: send staff to training especially on ISO documentation

Outcome: Staff is expected to be familiar with the tasks of ISO document controller

Final Step/Recommendation:

Continue staff coaching; if possible send staff to more trainings relative to QA programs (i.e. ISA, ISO, etc.)

Prepared by:

EDITHA G. CAGASAN
Unit Head

Conforme:

PAMELA P. ORAÑO
Name of Ratee Faculty/Staff

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18101 and beyond

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IN THE COUNTY OF NEW YORK

4-22-68

1965-1966 and 1966-1967

021 no 102 app. printed & date has been
10/1/1944

Q. What are the conditions of the lease? A. It is a 99-year lease, and the land is to be used for agricultural purposes only.

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Continued from page 10
 (S. 1021, A. 1021) 1021-1021

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