



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **PAMELA P. ORAÑO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.409
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.783

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.783**

ADJECTIVAL RATING: Outstanding

Prepared by: _____

PAMELA P. ORAÑO
Name of Staff

Reviewed by: _____

EDITHA G. CAGASAN
Department/Office Head

Recommending Approval: _____

EDITHA G. CAGASAN
Dean/Director

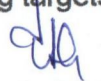
Approved: _____


BEATRIZ S. BELONIAS
Vice President

"Exhibit B"

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 July to December, 2020.


EDITHA G. CAGASAN
 Head of Unit


PAMELA P. ORANO
 RATEE
 Date: February 9, 2021

MFO No.	MFO Description	Success/Performance Indicator (PI)	Target for 2020	Actual Accomplishments		Rating				Remarks
				Actual	%	G	U	T	A	
UMFO 5	Support to Operations									
	OVPI MFO 4. Program and Institutional Accreditation Services									
	QAC PI 1. Number of degree programs which passed accreditation/evaluation									
	QAC PI 2. ISO:9001-2015 Certified									
		No. of ISO-related trainings/workshops coordinated/facilitated	1	2	200%	5	5	5	5	
		Number of processes/procedures monitored during the roll out/implementation	50	PM - 118 GL- 20	276 %	5	5	5	5	

		Number of documented procedures and forms revised and cascaded	30	PM - 2 GL - 3 FM - 300	1016%	5	5	5	5	
		Percentage of programmed ISO-related activities are implemented within the targeted timeline	100%	100%	100%	5	5	5	5	
	QAC PI 4. Administrative Service									
		Number of dDRC and alternate dDRC monitored	100	200	200%	5	5	5	5	
		Number of GL, PM, FM monitored	100 PM 18 GL 200 FM	PM - 128 GL- 25 FM - 490	PM-128% GL- 138.89% FM-245%	5	5	5	5	
		Number of New PMS, FMS, GLs. TPs distributed	1 PMS 10 FMS 1 GLs 1 TPs	PM - 3 FM - 15 GL - 2 TPs-5	PM - 300% FM - 150% GL - 200% TPs-500%	5	4	5	4.67	
		Number of Revised PMS, QMS, GLs and FMs distributed	2 PM 1 GL 100 FM	PM - 20 GL - 3 FM - 300	1000% PM 300% GL 300 % FM	5	4	5	4.67	
		Number of ISO quality audit attended	1	1 - Internal Quality Audit	100	5	5	5	5	
		Number of QRM reviewed and saved as PDF file	50 Depts /units/ Centers	78 Depts /units/ Centers	156%	5	5	5	5	

		Number of Internal and External Masterlist updated	1	2	200%	5	5	5	5	
		Number of meetings/ workshops/ trainings facilitated (AACUP, ISO, etc)								
		Number of OPCR/IPCR, DTR , Leave applications,	4	6	150	5	4	4	4.33	
	QAC PI 5. Support to Operations									
		Number of PMS,QMS and FMs Drafted	1 PM/ GL/ FM	GL-1	100	5	5	5	5	
		Number of PMs and GLs reviewed and revised	1 PM/ GL/ FM	PM-4	400%	5	4	5	4.67	
		Number of major NCs complied Number of minor NCs complied	1 major NC 1 minor NC	2 major NC 2 minor NC	200% major NC complied 200 minor NC complied	5	4	5	4.67	
	QAC PI 6. Efficient customer friendly assistance	Efficient and customer-friendly frontline service	Zero complaint from clients	Zero complaint	Zero complaint	5	5	5	5	
Total Overall Rating						78.01				
Average Rating						4.87				
Adjectival Rating						Outstanding				

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

Comments & Recommendations for Development Purpose: The staff was able to deliver a very good performance despite the very heavy load as university DRC. Keep up the good work.

Evaluated & Rated by:



EDITHA G. CAGASAN

QAC Director

Date: Feb 10, 2021

Recommending Approval:



EDITHA G. CAGASAN

ODQA Director

Date: _____

Approved by:



BEATRIZ S. BELONIAS

Vice-President for Academic Affairs

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2020

Name of Staff: Pamela P. Orano

Position: Administrative Aide IV

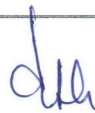
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	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. 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	55				
Average Score	4.58				

Overall recommendation : Keep up the good work.


EDITHA G. CAGASAN
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PAMELA P. ORAÑO

Performance Rating: Outstanding ^{4.58}_{4.58}

Aim: Enhanced knowledge and skill on document management and facilitation skills

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: July 2020

First Step: Discussion on specific skill/competency more on document management needing improvement

Discussion on the processes on how to effectively facilitate meetings and workshops

Result: Improvement in the process of document control, recording and retrieval

Improvement in the process of facilitating meetings / workshops

Date: September 2020 Target Date: September 2020

Next Step: Send her to training/seminar related to ISO document management

Involve her in the conduct of meetings by encouraging her to perform the task.

Outcome: Increase efficiency and effectiveness in document management

Improve competence in handling meetings

Final Step/Recommendation:


Continue capability enhancement through mentoring/coaching and sending her to trainings and seminars.

Prepared by:


EDITHA G. CAGASAN

Unit Head

Conforme:


PAMELA P. ORAÑO
Name of Ratee Faculty/Staff