

Annex P

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

Name of Administrative Staff: Pamela P. Orano

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	.70	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	.30	1.47
TOTAL NUMERICAL RATING			4.84

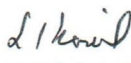
TOTAL NUMERICAL RATING: 4.84
 Add: Additional Approved Points, if any:
 TOTAL NUMERICAL RATING: 4.84
 ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


 PAMELA P. ORANO


 Name of Staff

Reviewed by:


 LUALHATI M. NORIEL

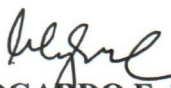
 Department/Office Head

Recommending Approval:



 Chairman, PMT

Approved:


EDGARDO E. TULIN
 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 **July** to **December**, 2016.

Pamela P. Orano
PAMELA P. ORANO

Lualhati M. Noriel
LUALHATI M. NORIEL

Head of Unit

Date: _____

RATEE

MFO	Success Indicators	Target	Actual	Percentage of Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Duties	Assisted in the document preparation for Institutional accreditation	9 AREAS	9 areas	100%	5	5	5	5	
	Printed IP for checking	1 AREA	6 AREAS	600%	5	5	4	4.66	
	Self-rated and reviewed the result on the self-evaluation of the FY 2016 levelling (University System)	4KRA's	4KRA's	100%	5	5	4	4.66	
	Facilitated Faculty evaluation (for First Semester)	15 classes	23 classes	153.33%	5	5	5	5	
	followed-up, collected, consolidated supporting documents for SUC leveling for the whole university system	4 KRA's	4 KRA's	100%	5	4	5	4.66	
	Scanned summary sheets and supporting documents for SUC leveling	4 KRA's	4 KRA's	100%	5	5	4	4.66	
	Prepared additional supporting document for AUN associate membership application	1	3	300 %	5	5	4	4.66	
	followed up SED-ISA	5KRA'S	5KRA'S	100 %	5	5	4	4.66	
	Prepared OPCR/IPCR/dtr	2	8	400 %	5	5	5	5	
	Received communications, TOS/syllabus and countersigns	15	20	133.33	5	4	5	4.66	

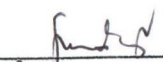
	clearance								
	Number of pages to consume in photocopying, certifying true copy	500 pages	1000	200 %	5	4	5	4.66	
	Ring bound documents	5	10	200 %	5	5	5	5	
	Number of meetings/workshop/writeshop attended and facilitated	6	16	266.67	5	5	5	5	
	Number of PPP's printed for Level III phase I	10	42	420	5	5	5	5	
Efficient & customer-friendly assistance	Zero complaint from clients	No complaint	No complaint	No complaint	5	5	5	5	
Total Over-all Rating								72.28	
Average Rating								4.82	
Adjectival Rating									


Received by:

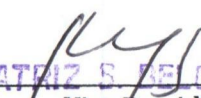
Calibrated by:


Recommending Approval:

Approved by:


Planning Office


PMT


BEATRIZ S. DELONIAS PhD
Vice President


President

Date: _____

Date: _____

Date: _____

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-Dec , 2016

Name of Staff: Pamela P. Oraño 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 improvement of his work accomplishment	5	4	3	2	1

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 nd	
	3 rd	
	4th	

Name of Office: Quality Assurance Center

Head of Office: LUALHATI M. NORIEL

Name of Faculty/Staff: PAMELA P. ORAÑO Signature: _____ Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	To inform her immediate supervisor if she will be on leave				
Coaching	Always reminded of her responsibilities to facilitate the daily program of activities at the QAC				Smooth flow of activities in the office

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

Conducted by:

L. Noriel
LUALHATI M. NORIEL

Immediate Supervisor

Verified by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Next Higher Supervisor

cc: OVPI
ODAHRD

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PAMELA POSAS ORAÑO
Performance Rating: OUTSTANDING – JAN.-JUNE

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:

L1kmi
LUALHATI M. NORIEL
Unit Head