COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

VALERIE Y. VERGIS

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)		
1.	Numerical Rating per IPCR	4.872	70%	3.410		
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.000	30%	1.500		
		4.910				

TOTAL NUMERICAL RATING:

4.910

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

<u>4.910</u>

FINAL NUMERICAL RATING

<u>4.910</u>

ADJECTIVAL RATING:

Outstanding

Prepared by:

VALERIE Y. VERGIS

Name of Staff

Reviewed by:

ARTHUR IT TAMBONG, FPSAE

Department/Office Head

Recommending Approval:

ROBERTO C. GUARTE, Ph.D.

Dean/Director

Approved:

BEATRIZ S. BÉLONIAS, Ph.D

Vice President







Visayas State University College of Engineering

Department of Agricultural Engineering Visca, Baybay City 6521, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>VALERIE Y. VERGIS</u>, Staff of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2018.

VALERIE Y. VERGIS Administrative Aide III

Date: 18 July 2018

RTHUR IT. TAMBONG, FPSAE

Department Head Date: 18 July 2018

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

1 - Poor

						Accom-		R	latin	ig .					
MFO No.	MFO Descrip- tion	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target		Quality	Efficiency	Timeliness	Average	Remark				
UMFO 1	UMFO 1. ADVANCED EDUCATION SERVICES														
OVPI	OVPI MFO 1. Graduate Degree Program Management Services														
		PI 1. Graduate degree program monitored	Documenting/ Facilitating	g/ Facilitating Facilitates graduate degree program		1	5	5	5	5.0	MSAE (specializations: Soil and Water, Crop Processing, Renewable Energy, Farm Power & Machinery)				
		PI 2. Total Graduate FTE monitored	Documenting/ Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	0.84	5.00	5	5	5	5.0	Total graduate FTE computed in 2nd sem., SY 2017-2018				
		PI 3. Percentage increase in number of graduate students enrolled	Documenting/ Monitoring	Documents/monitors percentage increase in number of undergraduate students enrolled	33%	38%	5	4	5	4.7	from 8 students last school year to 11 graduate students.				
	***************************************	BEST PRACTICES:													
		Number of MS graduate study linkages made on masteral programs	Documenting/ Monitoring	Documents/monitors MS graduate study linkages	2	2	5	4	5	4.7	UP-Diliman and UP-Los Baños				

OVPI MFO 2. Graduate Student Management Services 6 graduate students awarded with PI 1. Number of graduate Documenting/ Monitoring Documents/monitors graduate 6 5 4 5 scholarship/ assistantships (CHED, students awarded with students awarded with DOST, etc.) scholarships/ assistanships scholarships/ assistanships Total points: 24.0 **UMFO 2. HIGHER EDUCATION SERVICES OVPI MFO 1. Curriculum Program Management Services** PI 1. Total Undergraduate Documenting/ Computing Encodes, prints, computes 155.05 198.35 5 5 5 Total Undegraduate FTE computed in 2nd semester, SY 2017-2018 FTE Faculty Teaching Evaluation FTE monitored 5 5 BSAE Ensures that the BSAE degree 5 5.0 Supervising/ Monitoring 1 PI 2. Number of undergrad. program is compliant to CHED curricular programs compliant to CMO, approved and offered СМО 24 undergraduate graduates in Documenting/ Monitoring Documents/Monitors graduating 20 24 5 4 5 PI 4. Number of undergrad. mandated programs graduated within graduates in mandated students to graduate on time the prescribed period programs graduated within the prescribed period 2017: 22 graduates; PI 5. Precentage increase in | Documenting/ Monitoring 5% 9% 5 4 5 4.7 Documents/monitors the 2018: 24 graduates graduated the number undergrad percentage (%) increase of no. of within the prescribed period students who graduated undergrad, sudents graduated within the prescribed period within the prescribed period 4 1st sem SY 17-18: 110; Documenting/ Monitoring 5% 7% 5 5 Documents/monitors the PI 6. Percentage increase in 2nd sem SY 17-18: 118 the number of undergraduate percentage (%) increase of no. of undergraduate students enrolled students enrolled undergrad, students enrolled PSAE, CHED, UP Los Baños, UP Diliman, 10 23 5 5 5 PI 7. Number of Documenting/ Monitoring/ Facilitates linkages with PAGASA, JRMSU, MSU GenSan, PhilRice, academe / industry in the academe/industry linkage Facilitating PhilMech, DA RO7, OPA-Negros Occidental. established Department SRA- Negros Occidental, LGU Surigao Del Norte, PCA RO13, DENR RO 07, DENR Ormoc, NIA RO13, PAO Cap. Cebu, AGREA, EDC, SC Global, Visayan Oil Mill, SPMI Best Practices/New Initiatives: Center of Excellence in BSAE 5 Updating and maintaining Updates and maintains 5 5 5.0 1 1 Number of maintained documents re Center of degree program Center of Excellence (COE) documents status designated by CHED Excellence (COE) BSAE Level III Phase 2 5 5 5 Number of AACCUP Preparing/ Encoding/ Prepares documents for 1 AACCUP Level III Phase 2 Accreditation prepared Printing BSAE Level III Phase 1 Updating and maintaining 5 5 5 1 5.0 Number of AACCUP Updates and maintains documents re AACCUP Accreditation maintained documents 5 5 5 Washington Accord Accreditation Preparing/ Encoding/ 1 1 Number of Washington Prepares documents for and Certification Accord applied Printina Washington Accord application Number of ISO 9001:2015 Preparing/ Encoding/ 1 5 5 5 5.0 ISO 9001:2015 Certification Prepares documents for ISO 1 9001:2015 application applied Printina

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Number of RQAT prepairing Encodingly Prepares documents for RQAT occreditation in BSABE degree program in Aumber of International Documenting Monitoring International students awards suitant awards international students awards with scholarishy fellowship/grants international students are related into confinence. Number of students sent to Documenting/ Monitoring international workshops in the students sent to Documenting/ Monitoring international workshops in the students sent to Documenting/ Monitoring international workshops in the students sent to Documenting/ Monitoring international workshops in the students awards with scholarishy fellowship/grants workshops in the students awards with scholarishy fellowship/grants workshops in the students awards with scholarishy fellowship/grants with scholarishy fellowsh	<u> </u>					·		,			_
Number of international student awards 1		Number of RQAT	Preparing/ Encoding/	Prepares documents for RQAT	1	1	5	5	5	5.0	RQAT accreditation in BSABE
student awards Number of honor graduates Number of students Number of students awarded with scholarship/ fellowship/grants Documenting/ Monitoring Documenting/ Monitoring Documenting/ Monitoring Bocumenting/ Monitoring Documenting/ Monitoring Bocumenting/ Monitoring Documenting/ Monitoring Record of tudents sent to Documenting/ Monitoring Course-related int continues Number of students sent to Documenting/ Monitoring ASEAN / International Workshops Number of international Exchange students Number of international Exchange students Documenting/ Monitoring Documents/Monitoring Documents/M		accreditation applied	Printing	Visit							degree program
Number of honor graduates Number of students awarded with scholarship/ fellowship/grants Number of students awarded with scholarship/ fellowship/grants Number of students aren to course-related intit confirmes Number of students sent to course-related intit confirmes Number of international workshops Number of international exchange students Number of international exchange students Number of international exchange students Documenting/ Monitoring Facilitates papers, monitors 1 2 5 5 5 5 .0 To Vietnam Worskop - Mr. Allen Gen Git; To US-NASA Workshop at UP Diliman - Mr. Rod Luis Conzaga Number of international exchange students Number of international exchange students Documenting/ Monitoring Students awarded with honors/distinction Documenting/ Monitoring Students awarded with honors/distinctions Documenting/ Monitoring Documenting/ Monitoring Facilitates papers, monitors 1 1 5 5 5 5 .0 To To Vietnam Worskop - Mr. Allen Gen Git; To US-NASA Workshop at UP Diliman - Mr. Rod Luis Conzaga Number of international exchange students Documenting/ Monitoring Documenting/ Monitoring Documenting/ Monitoring Documenting/ Monitoring Documenting/ Monitoring Facilitates papers, monitors 1 1 5 5 5 5 .0 To To Vietnam Worskop - Mr. Allen Git Circle To Vietnam Monitoring Documenting/ Moni		Number of International	Documenting/ Monitoring	Documents/monitors	1	10	5	5	5	5.0	10 Awards - 2018 International AE
Number of honor graduates Documenting/ Monitoring awarded with scholarship/ fellowship/grants Documenting/ Monitoring awarded with scholarship/ fellowship/grants Documenting/ Monitoring awarded with scholarship/ fellowship/grants Documenting/ Monitoring course-related int1 confinces Number of students sent to Documenting/ Monitoring Facilitates papers, monitors S 19 5 5 5 5 5 5 5 5 5		student awards		international student awards			1	l			Conference & PSAE Convention,
Number of students awarded with scholarship/grants Second of the scholarship of the sch	1							1			Davao City, April 2018
awarded with scholarship/ fellowship/grants fellowship/grants Number of students sent to course-related int confinese Number of students sent to course-related int confinese Number of students sent to Documenting/ Monitoring ASEAH / International workshops Number of international workshops Number of international workshops Number of international workshops Number of international exchange students Number of international exchange students awarded with honors/distinctions Documents/Monitors who and how many BSAE undergrad students awarded with honors/distinctions Documents/Monitors who and how many BSAE undergrad students awarded with honors/distinctions Number of international exchange schelar Tokyo University of Agriculture and Technology, Japan 1, Philippine Deligate - Velocation Number 1, Deligate and Galana L. Tokyo Deligate 1,		Number of honor graduates	Documenting/ Monitoring		1	1	5	4	5	4.7	Ms. Jenneth Sioc - Cum Laude
Reliable for Students sent to Documenting/ Monitoring Facilitates papers, monitors S 19 5 5 5 5 5 5 5 5 5		Number of students	Documenting/ Monitoring	Documents/monitors students	5	8	5	4	5	4.7	8 undergraduate students awarded
Number of students sent to Documenting/ Monitoring Facilitates papers, monitors Number of students sent to Documenting/ Monitoring Facilitates papers, monitors Number of students sent to Documenting/ Monitoring Facilitates papers, monitors Number of students sent to Documenting/ Monitoring Facilitates papers, monitors Number of infernational Workshops Number of infernational Documenting/ Monitoring sexchange students Number of undergraduate students averaged with honors/distinction Documenting/ Monitoring Documenting/ Monitoring and Tech. (TIAT)—Mr. Allen Glen Gill. (TIAT)—Mr.		awarded with scholarship/		with scholarship/grants		ł	l				with scholarship/ fellowship/grants
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Number of international exchange students Documenting/ Monitoring Facilitates papers, monitors 1 1 5 5 5 5 To Tokyo Univ. of Agric, and Tech. (TLAT) - Mr. Allen Clein Gil				, , ,				l			
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Number of undergraduate students awarded with honors/distinction Number of undergraduate students awarded with honors/distinction Number of undergraduate students awarded with honors/distinctions Number of under Students awarded with honors/distinctions Number of undergraduate students awarded with honors/distinctions Number of under Students awarded with honors/distinctions Number o			Documenting Workonitoning	domates papers, morntors	•	'	١	١ٽ	١١	0.0	•
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Timbal, Rejenna C. Lastimosa, Romel A. Linao, Tania Nahja V. Lopez and Ariel C. Mangaporo 2nd Runner-up, Dance Competition											
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Mangaporo 2nd Runner-up, Dance Competition											
2nd Runner-up, Dance Competition											
Total points: 93.3											Zind ranner-up, Dance Competition
						Total points	3:			93.3	

JMFO 4. EXTENSI			In			1 -		T =		IDAE D
	PI 3. Number of IEC materials/technoguides developed/used	Preparation	Prepares IEC materials/ technoguides developed/used	1	1	5	4	5	4.7	DAE Brochure
	PI 4. Number of beneficiaries served									HS students in Baybay
	Groups	Documenting/ Monitoring	Documents/Monitors who and how many beneficiaries served	3	4	5	4	5	4.7	VSULHS, Hilongos HS, Baybay HS Ormoc HS
	Individuals	Documenting/ Monitoring	Documents/Monitors who and how many beneficiaries served	30	60	5	4	5	4.7	Sr HS studs of VSULHS, Hilongos HS, Baybay HS, Ormoc HS
					Total points	3:			14.0	<u> </u>
JMFO 5. SUPPOR	T TO OPERATIONS (STO)									
OVPI MFO 3. Fa	culty Evaluation Services									
	PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university	As participant	Participates seminars/ trainings/conventions/ workshops coordinated outside of the university	1	1	5	5	5	5.0	1st Grand Alumni Homecoming (BSAE Class 1980-2017)
	PI 3. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Documenting	Ensures that all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students	60%	100%	5	5	5	5.0	all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students
	PI 4. Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Preparing documents/ As participant/ As secretariat	Conducts/Participates in-house seminars/trainings/ workshops/reviews and/or Assist in preparation and printing of all documents	3	6	5	4	5	4.7	Varied In-house Seminars/ Trainings/Conventions/ Workshops attended
OVPI MFO 4. PI	rogram and Institutional Accreditat	ion Services								
	PI 1. Number of degree programs which passed accreditation/evaluation at least Level I	Documenting/ Monitoring	Documents/Monitors	1	1	5	5	5	5.0	BSAE
	PI 3. Percentage of degree program compliant with CHED	Documenting/ Monitoring	Documents/Monitors	100%	100%	5	5	5	5.0	100% complied with CHED (BSAE, BSABE & MSAE degree programs)
	PI 4. Additional outputs									
	Number of activities organized/attended/ assisted/participated/ facilitated	Documenting	Documents activities organized/attended/ assisted/participated/ facilitated	2	4	5	4	5	4.7	PSAE activities, CoE activities
					Total points		Ь		29.3	

	PI 1. Efficient and customer-	Service	Served clients with courtesy;	100%	100%	5	5	5	5.0	100% no complaint; Served clients
	friendly frontline service		immediate response to client							with courtesy; immediate response
			needs and inquiries							to client needs and inquiries
	PI 2. Additional outputs									
	Number of departments	Documenting	Assists in supervising and	1	2	5	5	5	5.0	Department of Agricultural
	and/or service units		monitoring one (1) department			1				Engineering & PAG-ASA-VSU
	supervised and monitored									
	Number of management	Documenting	Documents/Assists in the	2	2	5	4	5	4.7	Special Meetings
	meetings conducted		meeting							
	Number of documents	Documenting	Assists on to be signed and	450	800	5	5	5	5.0	Varied documents
<u> </u>	attended and served		approved documents			<u> </u>				
	Number of hours devoted in	Facilitating	Facilitates consultation meeting	1	3	5	4	5	4.7	Screening of Awardees for 2018
	consultation meeting	Facilitation	Facilitates in the properties of	120	800	5	5	5	5.0	Graduation Washington Accord docs
	Number of hours devoted in	racilitating	Facilitates in the preparation of documents needed for PTC-	120	800	3	3		5.0	preparation
	the preparation of documents needed for PTC-ACBET		ACBET (Washington Accord)							ріерагацогі
	(Washington Accord)		accreditation							
	accreditation		acciditation							
	Number of hours devoted in	Facilitating	Facilitates in the preparation for	120	800	5	5	5	5.0	AACCUP Accreditation docs
	the preparation for AACCUP		AACCUP accreditation							preparation
	accreditation									
	Number of draft documents	Preparing documents	Prepares draft documents i.e.	10	20	5	5	5	5.0	Memo, letters, etc
	prepared i.e. memo's, letters,		memo's, letters, etc. to be							
ļ	etc.		checked and finalized by the							
	N for a data and		supervisor	45	20	+-	- E	-	5.0	projected workloads, actual
	1	Preparing documents	Prepares/encodes/prints documents i.e. varied workload	15	20	5	5	5	5.0	workload, individual workloads,
	prepared i.e. projected workload,		documents to be signed by the							summary faculty workloads
	individual workload, summary		concerned individual							Summary laculty Workloads
	faculty workload		(faculty/supervisor)			ļ				
	Number of Enrollment Form	Senice	Distributes student enrollment	80	120	5	5	5	5.0	120 enrollment forms distributed
	distributed to students		form							
- 	Number of Copy of Grades	Service	Distributes student copy of	140	150	5	5	5	5.0	150 student's copy of grades
	distributed to students		grades			1				ditributed
	Number of lecture	Service	Reproduces lecture	5	15	5	4	5	4.7	15 sets of lecture notes/teaching
	notes/teaching manuals/IM's		notes/teaching manuals/IM's for							manuals/IM's reproduced
	reproduced		faculty							
	Number of documents i.e.	Service	Reproduces documents i.e.	15	30	5	4	5	4.7	30 sets of quizzes/exams/
	Quizzes/ Exams/ Laboratory		Quizzes/ Exams/ Laboratory							laboratory exercises, etc reproduced
	Exercises, etc reproduced		Exercises, etc.							(averaging 60pcs per set)

	Number of Teaching	Service	Reproduces Teaching	1,500	2,400	5	5	5	5.0	2400 sets of Teaching Performance
	Performance Evaluation		Performance Evaluation Forms							Evaluation (2 pages per set)
	Forms reproduced, labeled					1				
	and distributed to OVPI					<u> </u>				
	Number of syllabus/ course	Service	Reproduces syllabus/course	15	25	5	4	5	4.7	25 sets of course outlines/syllabus
	outline reproduced		outlines							reproduced (ave. 30 pages per set)
	Number of varied blank	Service	Reproduces/stocked varied blank	7	15	5	4	5	4.7	15 types of blank forms
	forms reproduced		forms ready to be served to			1				reproduces/stocked ready to be
			clients							served to clients
		Delivering office	Delivers office related documents	150	250	5	4	5	4.7	250 outgoing documents
	delivered to offices concerned	documents	to office concerned							
	Best Practices/New									
	Initiatives:									
	1	Preparing/ Encoding/	Prepares documents for ISO	1	1	5	5	5	5.0	On-going
	ISO (Prepared) - on-going	Printing	9001:2015 application			<u> </u>				
	Number of Application for	Updating and maintaining	Updates and maintains	1	1	5	5	5	5.0	BSAE
	CHED Center of Excellence	documents	documents re Center of							
	or into domest or threather the		Excellence (COE)			<u> </u>				
					Total points	S :			92.7	Comments & Recommendations
Total Ove	r-all Rating					ļ	2	53.3	33	for Development Purpose:
				<u></u>		┼		4.87	2	Maintain your efficiency in office
Average						 		4.5/		works.
Additional points:										WOINS.
Approved additional points (with copy of approval) :									2	4
Final Rat	ing					4.872			-	
Adioativa	I Dating					Outstanding				-
Adjectiva	raung					Outstanding				

Evaluated and Rated by:

Date: _

ARTHUR IT: TAMBONG, FPSAE Head, DAE

Recommending Approval:

Dean, CoEng

Date:

Approved:

BEATRIZ'S. BELONIAS, Ph.D. Vice Pres. for Instruction Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 2018

Name of Staff: VALERIE Y. VERGI 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 restaff delivers outputs which always results to best put is an exceptional role model								
4	Very Satisfactory	The performance meets and often exceeds the job re	e performance meets and often exceeds the job requirements							
3	Satisfactory	The performance meets job requirements								
2	Fair	The performance needs some development to meet j	ob requirements.							
1	Poor	The staff fails to meet job requirements								

A. (Commitment (both for subordinates and supervisors)		5	Scal	Э	
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		(0		
	Leadership & Management (For supervisors only to be rated by higher supervisor)		(Scal	е	
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	60				
	Average Score		σ			

Overall recommendation	:	Keg	fre	god	office	work	and	attitud	e.
				(h	u		
				`	ARTH		TAMBO	NG.	
					>	Name of	Head		
						- 1)	







Visayas State University College of Engineering

Department of Agricultural Engineering Visca, Baybay City 6521, Leyte, Philippines

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Valerie Y. Vergis Performance rating: 4.910 (Outstanding)

Aim: Ms. Valerie Vergis as an effective ISO Record Controller but need somebody to take her

current post as Front Desk Officer

Proposed Interventions to Improve Performance:

Ms. Vergis will be developed into an effective ISO Record Controller but need to train another DAE staff to act as Front Desk Officer.

Date: January 2018 Target Date: June 2018

First Step

• Ms. Vergis will be requested to train a junior office staff for the Front Desk Jobs while at the same time enhancing her skills in ISO Record Control.

Results:

- Availability of newly trained junior staff as Front Desk Officer
- Enhanced skills of Ms. Vergis as ISO Record Controller.

Date: July 2018 Target Date: December 2018

Next Step:

• Relieving Ms. Vergis from Front Desk jobs and re-assigning her as ISO Record Controller.

Outcomes:

More systematic and higher level of office accomplishment

Final steps/Recommendations:

• Promote Ms. Vergis to Admin Assistant position as a form reward and recognition (R&R) and to encourage much higher office productivity.

Prepared by:

ARTHURIT. FAMBONG, FPSAE

Head, DAE

Conforme:

VALERIE Y. VERGIS Admin. Aide III