



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

**Annex P**

Name of Administrative Staff: **LES ANDRE B. PAMAOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.96</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.96

FINAL NUMERICAL RATING

4.96

ADJECTIVAL RATING:

Outstanding

Prepared by:

**LES ANDRE B. PAMAOS**

Name of Staff

1/19/24

Reviewed by:

**ALLEN GLENNIE P. LAMBERT**

Department/Office Head

1/19/24

Recommending Approval:

**ALLEN GLENNIE P. LAMBERT**

Executive Secretary

1/19/24

Approved:

**DANIEL LESLIE S. TAN**

OIC-President

1/22/24

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **LES ANDRE B. PAMAOS**, of the Office of the Executive Secretary commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period Jan-December 2023.

**LES ANDRE B. PAMAOS**

Ratee 1-18-24

APPROVED:

**ALLEN GLENNIE P. LAMBERT**

Head of Office 1-18-24

UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Task Assigned	Target	Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6. General Administration Support Services											
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provides advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	Zero complaint from clients	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	Maintain personal workspace to ISO 5s	100%	100%	5	5	5	5.00	
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			Number of Memoranda/Special Orders/Certifications issued	Receives drafts from other offices, format , and control documents, release these document through different platforms	1,100	3,843	4	5	5	5.00	
			No. of correspondence /communication released	Formats/reproduces /controls the correspondence/communications	380	1,872	5	5	5	5.00	
				Prepares and submits PPMP and PR for the Office	15	54	5	5	5	5.00	
				Prepares and facilitates Trip Tickets of the Office	55 (85)	62 (110)	5	5	5	5.00	
			No. of photocopying/reproduction services	Performs photocopy services	2500 (9000)	4000 (15,000)	5	5	5	5.00	
Effective and Efficient Public Relations Services											



		No. of MOU/MOAs forged for establishment of linkages	Packages MOA ready for parcel delivery	165	200	5	5	4	4.67	
		No. of records compiled and retrievable	Compiles issuances and other documents	550	3,843	5	5	5	5.00	
		<b>Effective and Efficient President's Calendar Management</b>								
		100% of committee assignments steered and complied	Facilitates/complies committee assignments	100%	100%	5	5	5	5.00	
		<i>Total Over-all Rating</i>								49.67/10 = <b>4.97</b>

Average Rating (Total Over-all-rating divided by 10)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		<b>4.97</b>
ADJECTIVAL RATING		<b>Outstanding</b>

**Comments and Recommendations for Development Purpose:** She is committed to finish her work even if its beyond office hours already. She should attend capacity development trainings related to her functions and to finish her graduate studies for her to be promoted to higher positions.

Evaluated and Rated:

  
**ALLEN GLENNIE P. LAMBERT**  
Unit Head


Date: 1/18/24

Recommending Approval:

  
**ALLEN GLENNIE P. LAMBERT**  
Unit Head

Date: 1/18/24

Approved by:

  
**DANIEL LESLIE S. TAN**  
OIC-President

Date: 1/19/24

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: Les Andre B. Pamaos

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		59				



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						
Average Score		4.92				

Overall recommendation : Outstanding

  
**ALLEN GLENNIE P. LAMBERT**  
 Printed Name and Signature  
 Head of Office 1/18/24

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Executive Secretary/OP

Head of Office: Allen Glennie P. Lambert

Name of Faculty/Staff: Les Andre B. Pamaos Signature: \_\_\_\_\_ Date: 1/17/24

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Discussion of job-related accomplishments, problems and plans	<ul style="list-style-type: none"><li>First working day of the month as needed</li></ul>				
<b>Coaching</b> Discuss ways to improve the execution of assigned tasks.	<ul style="list-style-type: none"><li>First working day of the month as needed</li></ul>				

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

Conducted by:

**ALLEN GLENNIE P. LAMBERT**  
Immediate Supervisor

1/18/24

Verified by:

**DANIEL LESLIE S. TAN**  
Next Higher Supervisor

1/19/24

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Les Andre B. Pamaos

Performance Rating: Outstanding

Aim: Improve preparation of communication and official documents.

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: December 2023

First Step: Visit other offices at VSU to interact, observe and learn best practices in preparation of official documents and visit other offices to observe protocols in reception of calls/visitors, transmission of communications and compilation of documents.

Result: Identify, apply and evaluate best practices in the preparation of official documents, reception of calls/visitors, transmission of communications and compilation of documents. Documents

Date: January 2024

Target Date: December 2024

Next Step:

1. Benchmarking of other universities/institutions to interact, observe and learn best practices in preparation of communication and official documents, reception of calls visitors, transmission of communications and compilation of documents.
2. Attend relevant capability trainings that will enhance the performance of her functions.
3. Finish her Master's Degree program.

Outcome: Identify, apply and evaluate best practices learned.

Final Step/Recommendation:

Consolidate and apply proven best practices.

Prepared by:

  
**ALLEN GLENNIE P. LAMBERT**  
Unit Head

1/18/24

Conforme:

  
**LES ANDRE B. PAMAOS**

Ratee

1/18/24