



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LILIBETH VICTORIA V. PAGALAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING: 4.62

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.62

FINAL NUMERICAL RATING 4.62

ADJECTIVAL RATING: Outstanding

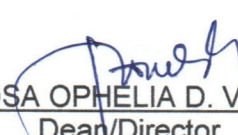
Prepared by:


LILIBETH VICTORIA V. PAGALAN
Name of Staff


Reviewed by:


DHENBER C. LUSANTA
Department/Office Head

Recommending Approval:


ROSA OPHELIA D. VELARDE
Dean/Director

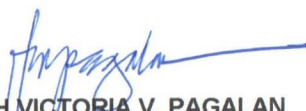
Approved:



MARIA JULIET C. CENIZA
Vice President for Research, Extension and Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LILIBETH VICTORIA V. PAGALAN, an administrative staff of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July 2021 to December 2021.


LILIBETH VICTORIA V. PAGALAN
 Ratee
 Date: 2/7/22

Approved: 
DHENBER C. LUSANTA
 Unit Head
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Provides customer-friendly frontline services to clients	10 clients with zero complaints						
	PI 3: Additional Outputs	A 47. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal							
		No. of documents (administrative/financial, projects', and incoming) effectively acted	Prepares/processess administrative documents (OIC Recommendation, Recommendation & Appointment of Project/Study Leader and Porject Staff, Leaves, Contract of Service, etc.)	20						

			and financial documents (Cash Advance, Replenishments, CA Liquidation, Payroll, Travel, Travel Request, RIS, Purchase Request, etc.).	30						
		No. of reports reviewed and submitted (e.g. IGP and annual reports)	Prepares monthly summary production and sales report	6						
		No. of SPMS documents evaluated and signed	Encodes/prepares OPCR/IPCR of the Insitute and its administrative staff	10						
		No. of documents filed	Receives, sorts, records, and files documents	40						
		Procurement Service: As member of the BAC Secretariat	Assists and facilitates BAC meetings		102	5	5	5	5.00	
			Prepares Minutes of Meetings, NOA, Contracts, and NTP	120	222	4	4	4	4.00	Prepares Minutes of Meetings (42), NOAs (60), Contracts (60), and NTPs (60).
			Assists during post qualification and in the preparation of reports	2	2	5	5	4	4.67	
			Email and follow-up NOA, Contract, and NTP to suppliers / contractors including Performance Bond		240	5	4	4	4.33	NOA, Contract, and NTP (180); Performance Bond (60)
			Prepares (administrative / financial documents) replenishment vouchers, travel orders, travel per diem vouchers for BAC		17	5	5	5	5.00	Replenishment vouchers (6); Travel Orders (9), per diems vouchers (2)

	Total Over-all Rating								23.00	
	Average Rating								4.60	
	Adjectival Rating							Outstanding		

Evaluated and rated by:

DHENBER C. LUSANTA
OIC Eco-FARMI

Date:

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director, Research

Date:

Approved by:

MARIA JULIET C. CENIZA

Vice President for Research, Extension and
Innovation

Date:

Comments & Recommendations:

Attend workshops that can
enhance administrative skills
such as ISO, etc.



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2021

Name of Staff: Lilibeth Victoria V. Pagalan

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

Vision:

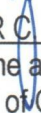
A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score		50				
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		25				
Average Score		4.67				

Overall recommendation : _____


 DHENBER C. LUSANTA
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July - December 2020

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

Name of Employee : **LILIBETH VICTORIA V. PAGALAN**

Head of Office : **DHENBER C. LUSANTA**

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring Preparation of administrative documents for BAC	July 1 and Oct. 1, 2021					
Coaching Preparation of documents/ reports and keeping of records according to standard	July 1 and Oct. 1, 2021					

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

Conducted by:

DHENBER C. LUSANTA
 Immediate Supervisor

Noted by:

ROSA OPHELIA D. VELARDE
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July - December 2021

Name of Employee : LILIBETH VICTORIA V. PAGALAN

Performance Rating:

Aim: To be efficient in performing any given tasks.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2021 **Target Date:** within 3rd Qtr 2021

First Step:

Seek relevant tutorials/on-line training for office administrative staff in accordance with the new standard and under the new normal.

Result:

Received updates on preparation of reports, forms to be used and keeping of records based on standard.

Attended webinar on procurement under new normal as a member of the BAC secretariat.

Date: within 3rd Qtr 2021 **Target Date:** within 4th Qtr 2021

Next Step:

Prescribed forms were used, and records were kept up to date according to requirements.

Revised presentation of procurement documents based on guidelines under new normal.

Outcome:

Improved reporting and record keeping.

Improved presentation of procurement documents.

Final Step/Recommendation:

Continue observing quality service.

Continue seeking for tutorials or relevant on-line seminars/trainings for continued effectiveness and work-life flexibility.

Prepared by:

DHENBER C. LUSANTA

Unit Head

Conforme:


LILIBETH VICTORIA V. PAGALAN

Name of Ratee