



**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	4.66	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.68</b>

TOTAL NUMERICAL RATING: 4.68

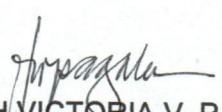
Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.68

FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING: Outstanding

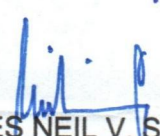
Prepared by:

  
LILIBETH VICTORIA V. PAGALAN  
Name of Staff

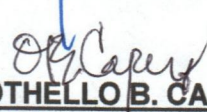
Reviewed by:

  
ROMEL B. ARMECIN  
Department/Office Head

Recommending Approval:

  
MOISES NEIL V. SERIÑO  
Dean/Director

Approved:

  
OTHELLO B. CAPUNO  
VP, Research & Extension

# **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte, Philippines

## **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, LILIBETH VICTORIA V. PAGALAN, Administrative Aide IV of the Ecological Farm and Resource Management Institute (Eco-FARMI), Visayas State University and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2019.

  
LILIBETH VICTORIA V. PAGALAN  
 Ratee

  
ROMEL B. ARMECHIN  
 Unit Head

MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Accomplishment		Rating				Remarks
					Actual	Details of accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 6	General Admin. & Support Services	PI 1: No. of staff supervised and monitored									
		PI 2: No. of meetings conducted									
		PI 3: No. of letters/ memos issued									
		PI 4: No. of reports/ documents submitted (e.g. EcoFARMI annual report)									
		PI 5: No. of documents reviewed/ signed									
		PI 6: Amount of funds generated outside VSU									
		PI 7: No. of IGP/STF's supervised									
		PI 8: No. of reports/ documents reviewed/signed	Prepares monthly summary production and sales report	6	6		5	4	4	4.3	
		PI 9: Additional outputs									
		Efficient and customer-friendly frontline service	Entertains clients and / or refers clients to appropriate technical staff for his/her concerns	12 clients with zero complaints	16 clients with zero complaints		5	5	5	5.0	



	Effectively implement SPMS	Prepares / encodes OPCR / IPCR of the Institute's administrative staff	5	5		5	4	4	4.3	
	No. of administrative and financial documents effectively acted on time	Prepares / processes administrative documents (Institute's OIC Recommendation & Appointment of Project/Study Leader and Project Staff, Leave Status, Contract of Service, etc.)	50	55		5	5	4	4.7	
		Prepares / processes financial documents (Cash Advance, CA Liquidation, Payroll, Travel Request, RIS, Purchase Request, etc.)	50	80		5	5	5	5.0	
		Receives incoming documents	30	48		5	5	5	5.0	
		No. of documents filed/ photocopied	80	88		5	4	4	4.3	
		Photocopies documents (reports of STF projects, MOAs, etc.)	4	8		5	5	5	5.0	
	Additional Outputs (as member of the BAC Secretariat)	Prepares Notice of Meetings, Attendance Sheets, Minutes, Invitations to Observers	30	98		5	4	4	4.3	

<b>Total Over-all Rating</b>	Ave. Rating (Total Over-all rating divided by ___)	41.9/9
	Additional Points: * Punctuality	
	* Approved Additional points (with copy of approval)	
	<b>FINAL RATING</b>	4.66
	<b>ADJECTIVAL RATING</b>	0

Evaluated and rated by:

**ROMEL B. ARMECIN**  
Unit Head

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

Recommending Approval:

**MOISES NEIL V. SERIÑO**  
Director for Extension

Comments and Recommendations for Development Purposes:

Seek relevant trainings as admin staff of the institute

Approved by:

**OTHELLO B. CAPUNO**  
VP for Research & Extension

**PERFORMANCE MONITORING & COACHING JOURNAL**  
**Rating Period: July-December 2019**

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

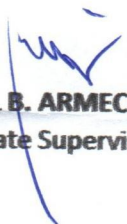
Name of Employee: **LILIBETH VICTORIA V. PAGALAN**  
Head of Office : **ROMEL B. ARMECIN**  
Number of Personnel: **1**

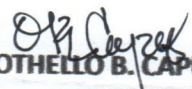
Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
<b>Monitoring</b> Proper record keeping of 180 filed documents		Sept 2019				
<b>Coaching</b> E-filing of 180 filed documents		Oct 2019				

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

Conducted by:

Noted by:

  
**ROMEL B. ARMECIN**  
Immediate Supervisor

  
**OTHELLO B. CAPUNO**  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2019

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.

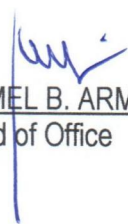
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.





Total Score						
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		57				
Average Score		4.75				

Overall recommendation : \_\_\_\_\_

  
ROMEL B. ARMECIN  
Head of Office

**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: July-December 2019**

**Name of Employee** : LILIBETH VICTORIA V. PAGALAN  
**Performance Rating** : \_\_\_\_\_

**Aim:** To enhance the knowledge and skills needed to perform as an office administrative aide.

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

**Date:** July 2019 **Target Date:** 3rd Quarter 2019

**First Step:**

Review the duties and responsibilities of an office administrative aide.

Seek trainings relevant to administrative work.

**Result:**

Developed strategies and skills to improve performance.

**Date:** October 2019 **Target Date:** 4th Quarter 2019

**Next Step:**

Seek orientation, seminar, and/or training to improve customer service.

Seek training on record management.

**Outcome:**

Improved and efficient customer service skills

Improved record keeping

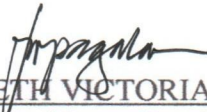
**Final Step/Recommendation:**

Continue seeking/attending relevant seminars/trainings to improve personal effectiveness and develop work-life flexibility.

Prepared by:

  
**ROMEL B. ARMECIN**  
Immediate Supervisor

Conforme:

  
LILIBETH VICTORIA V. PAGALAN  
Name of Ratee Faculty/Staff