



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 | 4.92 | 70% | 3.44 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.92 | 30% | 1.48 |
| TOTAL NUMERICAL RATING | | | 4.92 |

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.92**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

LES ANDRE B. PAMAOS

Name of Staff

Reviewed by:

CORAZON A. PADILLA

Chief of Staff

Approved:

CORAZON A. PADILLA

Chief of Staff

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 2024.

LES ANDRE B. PAMAOS

Ratee

1/4/24

APPROVED:

CORAZON A. PADILLA

Head of Office

1/4/24

| UMFO No. | OP MFO | MFOs/PAPs | Success Indicators | Task Assigned | Target | Accomplish ment | Rating | | | | Remarks |
|---|----------|---|---|--|-----------------------------|------------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO 6. General Administration Support Services | | | | | | Jan-June 2024 | | | | | |
| | 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 complaints 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 | |
| | | | Percentage of NCs received and acted | Acts on NCs received by the office | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | | | Percentage of CARs received and acted | Acts on CARs received by the office | 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 | 810 (1210) | 600 | 5 | 5 | 4 | 4.67 | |
| | | | No. of correspondence /communication released | Formats/reproduces /controls the correspondence/communication s | 418 | 400 | 5 | 5 | 4 | 4.67 | |

| | | | | | | | | | | |
|--|--|--|--|----------------|-------|---|---|---|------|-------|
| | | No. of PPMPs and PRs prepared | Prepares and submits PPMP and PR for the Office | 20 | 27 | 5 | 5 | 5 | 5.00 | |
| | | No. of CA and AT issued | Prepares and issues Cert of Appearance, Travel Authority | 150 | 97 | 5 | 5 | 5 | 5.00 | |
| | | No. of photocopying/reproduction services | Performs photocopy services | 4,000 (10,000) | 3,000 | 5 | 5 | 5 | 5.00 | |
| | | No. of issuances compiled | Compiles issuances and other documents | 550 | 300 | 5 | 5 | 4 | 4.67 | |
| | | Effective and Efficient Public Relations Services | | | | | | | | |
| | | No. of phonecalls received and facilitated | Answers phonecalls of clientele queries | 200 | 120 | 5 | 5 | 5 | 5.00 | |
| | | Effective and Efficient President's Calendar Management | | | | | | | | |
| | | 100% of committee assignments steered and complied | Facilitates/complies committee assignments | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | | <i>Total Over-all Rating</i> | | | | | | | | |
| | | | | | | | | | | 59.01 |

| | | |
|--|--|-------------|
| Average Rating (Total Over-all-rating divided by 12) | | |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.92 |
| ADJECTIVAL RATING | | Outstanding |


Comments and Recommendations for Development Purpose: Attend /participate in capability build-up activities that will engange the peformance of her functions. Finish her MS program

Evaluated and Rated:


CORAZON A. PADILLA
Unit Head


Date: 7/26/24

Recommending Approval:


CORAZON A. PADILLA
Unit Head

Date: 7/26/24

Approved by:


PROSE IVY G. YEPES
President

Date: 7/26/24

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

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----|---------------------------------|
| X | 1st | Q U A R T E R |
| X | 2nd | |
| | 3rd | |
| | 4th | |

Name of Office: Office of the Executive Secretary/OP

Head of Office: Corazon A. Padilla

Name of Faculty/Staff: Les Andre B. Pamaos Signature:  Date: 7/26/24

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

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

Conducted by:



CORAZON A. PADILLA
Immediate Supervisor

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: Jan 2024

Target Date: June 2024

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: July 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:


CORAZON A. PADILLA
Unit Head

Conforme:


LES ANDRE B. PAMAOS
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024
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 | | 19/12 | | | | |
| 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 | | | | | | |


CORAZON A. PADILLA 7/26/24
 Immediate Supervisor