



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: EMELITA S. PAUSANOS

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	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.98

TOTAL NUMERICAL RATING: 4.98

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.98

FINAL NUMERICAL RATING 4.98

ADJECTIVAL RATING: Outstanding

Prepared by:

EMELITA S. PAUSANOS
Name of Staff

Reviewed by:

DEEJAY M. LUMANAO
Department/Office Head

Recommending Approval:

SUZETTE B. LINA
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Emelita S. Pausanos of the Department of Soil Science commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2024.

EMELITA S. PAUSANOS

Admin. Aide IV

Date: 7/8/24

DEEJAY M. LUMANAO

Department Head

Date: July 10, 2024

Date: 7/5/21

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E ²	T ³	A ⁴	
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline services	0% complaint from client served	Serves as frontliner and delivers friendly customer services to clients	No complaint	No complaint	5	5	5	5.00	
	Number of documents numbered, recorded and released	Serves as dDRC of the dept; assigns control numbers to all quality records of the department	100	617	5	5	5	5.00	
	Number of documents encoded in the document tracking system and number of bar codes generated	Encodes document for document tracking and generates bar codes for each document	110	354	5	5	5	5.00	
	Number of teaching loads plotted and assigned to faculty members	Plots faculty teaching load (tentative and final)	2	2	5	5	4.5	4.83	
	Number of subjects/sections updated in the department cumulus	Encodes in the dept. cumulus the names of faculty assigned to handle the subject	20	10	5	4.5	5	4.83	

Date: July 17, 2021

Administrative/Clerical Services

Number of documents/reports prepared and submitted on time	Prepares Report of Actual Teaching Load	2	1	5	5	5	5.00	
	Prepares Individual Faculty Workload	15	11	5	5	5	5.00	
	Prepares Projected Faculty Workload for hiring and renewal of appointments	1	1	5	5	5	5.00	
	Prepares Summary of Individual Rating of faculty IPCRs	15	9	5	5	5	5.00	
	Prepares PPMPs and PRs	2	6	5	5	5	5.00	
Number of official communications/recommendations drafted/encoded	Drafts official communications	5	3	5	5	5	5.00	
Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares and facilitates the submission of documents for hiring of teachers and renewal of appointments	2	3	5	5	5	5.00	
Number of TOs, trip tickets App for Leave, PR's, appointments, payrolls cash advance, liquidation, reimbursements, OIC letters and its supporting documents, prepared for approval	Prepared travel orders (TOs), trip ticket, Application for leave, appointment/ recommendation for renewal for faculty temporary and part time faculty, appointment for laborers/ students assistant, payrolls, PRs, cash advances, liquidations, replenishment /reimbursements, OIC letter, classes to be missed	100	55	5	5	5	5.00	
Number of documents filed and scanned	Files and scans official documents	25	20	5	5	5	5.00	
Number of meetings attended	ISO related meetings, Department meetings, etc.	10	3	5	5	4.8	4.93	

Other Services	Number of trainings/seminars attended	Participant	1	1	5	5	5	5.00	
	Number of innovations	E-filing of department documents	1	0					
Total Over-all Rating								79.59	4.97

Average Rating (Total Over-all rating divided by number of entries)		4.975
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.975
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose: Ms Pausanos showed outstanding performance in her responsibilities as admin staff. Continue attending seminars and workshops.

Evaluated & Rated by:

DEEJAY M. LUMANAO

Department Head

Date: July 10, 2024

Recommending Approval:

SUZETTE B. LINA

Dean, CAFS

Date: 7/16/24

Approved:

ROTACIO S. GRAVOSO

VP for Academic Affairs

Date: 8/1/24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Soil Science

Head of Office: DEEJAY M. LUMANAO

Number of Personnel: 6 Permanent faculty; 4 Admin staff; 7 JO staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Preparation of Teaching Materials		X (DSS meeting)			Improved a lot already
Teaching Load assignments		X (DSS meeting)			
Reporting on Time in the office		X (DSS meeting)			
Coaching					
<ul style="list-style-type: none">- Root cause analysis- Identifying corrective action- Making of OBE-Syllabus		Group meeting			

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

Conducted by:

DEEJAY M. LUMANAO

Immediate Supervisor

Noted by:

SUZETTE B. LINA

Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
UMFO I. ADVANCED EDUCATION SERVICES								
PI 4. Total FTE coordinated, implemented & monitored*	1. Handles subjects/courses assigned	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	/	/	/	/	accomplished
PI 10: Additional outputs	1. Acts as academic adviser to graduate students	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	/	/	/	/	accomplished
	2. Entertains students seeking consultation with faculty	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Emelita Pausanos	Jan- June	/	/	/	/	accomplished
	3. Conducts and checks examinations for graduate subject handled	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	/	/	/	/	accomplished
	4. Submits gradesheets for graduate subjects	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	June				/	accomplished
	5. Conducts comprehensive examination for graduate students	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan-June			/	/	accomplished
	6. Prepares	Suzette B. Lina	Jan-June	/	/	/	/	accomplished

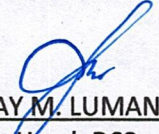
	Instructional learning resources for graduate subjects	Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes						
UMFO 2. HIGHER EDUCATION SERVICES								
PI 10: Total FTE, coordinated, implemented and monitored *	1. Handles and teaches courses assigned	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
PI 15. Number of instructional materials/syllabi approved	1. Prepares instructional materials/syllabi for approval	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
PI 16: Percentage of courses offered with final grades submitted within the allowable period	1. Submits grade sheets within allowable period	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	June				/	accomplished
PI 19: Additional Outputs	1. Administers and checks long examination for subjects taught	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
	2. Prepares and checks quizzes for lec and lab	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
	3. Checks lab reports and term papers submitted as required	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished

	4. Assists student organizations in implementing student related activities	Kenneth Oraiz Anane Sereñina Emelita Pausanos	April		/			accomplished
UMFO 3. RESEARCH SERVICES								
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	1. Conducts research for possible utilization by industry or other beneficiaries	Suzette Lina Victor Asio Deejay Lumanao Kenneth Oraiz	Jan-June	/	/	/	/	On-going
PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	1. Prepares, submits and presents research paper in scientific fora/conferences	Suzette Lina Victor Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina						
PI 7: Amount of research money obtained from external sources	1. Requests for research money from external sources	Suzette B. Lina Victor B. Asio Deejay M. Lumanao	Jan	/				accomplished
UMFO 4. EXTENSION SERVICES								
PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	1. Identifies and links with probable partners for extension activities and maintains this active partnership	Suzette B. Lina Deejay M. Lumanao	June				/	accomplished
PI 2. Number of trainees weighted by the length of training	1. Conducts trainings among beneficiaries of technologies for transfer	Suzette B. Lina Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones	July			/		To be conducted
PI 5. Number of technical/expert services	1. Provides the technical and expert services requested by beneficiaries	Suzette B. Lina Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones	June			/		accomplished
PI 6: Number of extension proposals submitted	1. Prepares extension project proposals and submits for review	Suzette B. Lina	Jan		/			accomplished

PI 8: Number of extension proposals implemented	1. Implements duly approved extension projects	Suzette B. Lina Deejay M. Lumanao	Jan-June	/	/	/	/	On-going
PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	1. Prepares, submits and presents extension paper in conferences	Deejay M. Lumanao	July	/				accomplished
UMFO 5. SUPPORT TO OPERATIONS								
PI 7: Number of trainings, seminars, and conferences attended	1. Attends training, seminars, and conferences attended (international, national, regional/institutional)	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina	March				/	accomplished
PI 18: Number of students from other schools having summer program supervised	1. Acts coordinator/facilitator for students from other schools having summer program in VSU	Angelica Asoy Emelita Pausanos	March				/	accomplished
PI 19: Number of external institutions/agencies conducting benchmarking activities served	1. Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	Angelica Asoy Emelita Pausanos	March				/	accomplished
PI 20: Number of students from other academic departments conducting research activities served	1. Facilitates in assisting students from other academic depts conducting research activities	Angelica Asoy Emelita Pausanos	May			/	/	accomplished
UMFO 6. GENERAL ADMIN & SUPPORT SERVICES								
PI 3: Number of committee meetings conducted	1. Acts as committee chairman	Suzette B. Lina Victor B. Asio Deejay M. Lumanao	Jan-June	/	/	/	/	accomplished
PI 4: Number of routinary documents acted	1. Signs documents	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie	Jan-June	/	/	/	/	accomplished

		Quiñones Anane Sereñina						
PI 9: Number of submitted DTR within 20 days after the last day of the month	1. Submits DTR within 20 days after the last day of the month	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina Emelita Pausanos Bonifacio Castillo Angelica Asoy	Jan-June	/				accomplished

Prepared by:


DEEJAY M. LUMANAO
 Head, DSS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EMELITA S. PAUSANOS

Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: Jan 2024

Target Date: June 2024

First Step:

To attend trainings and seminars to improve skills as administrative staff

Apply the skills gained from ISO seminars/workshops for excellent service

Result:

Has attended training on ISO, PPMP, CUMULUS, HRIS

Knowledgeable in using HRIS and other computer-based applications learned from seminars/workshops and ISO protocols

Date: July 2024

Target Date: Dec 2024

Next Step:

Attend more trainings and seminars related to administrative work.

Outcome: Scout for trainings and seminars outside the university related to administrative function.


Final Step/Recommendation:

If there are virtual trainings and seminars related to the function, a letter requesting administration's approval and possible funding will be prepared.

Prepared by:


DEEJAY M. LUMANAO
Head, DSS

Conforme:


EMELITA S. PAUSANOS
DSS Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: EMELITA S. PAUSANOS Position: ADMIN AIDE IV

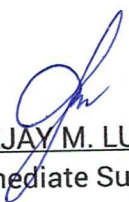
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 (<i>both for subordinates and supervisors</i>)		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		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						
Average Score						
Overall recommendation:						
Continue to attend trainings and seminars related to her function.						


DEEJAY M. LUMANAO
 Immediate Supervisor