

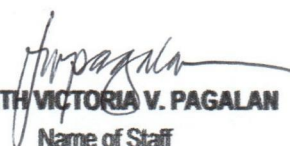
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

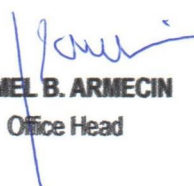
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.63	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
			4.69

TOTAL NUMERICAL RATING :	4.69
Add: Additional Approved Points, if any :	
TOTAL NUMERICAL RATING :	4.69
ADJECTIVAL RATING :	Outstanding

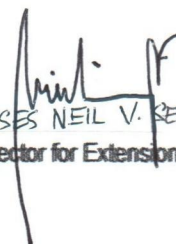
Prepared by:


LILIBETH VICTORIA V. PAGALAN
 Name of Staff

Reviewed by:


ROMEL B. ARMECIN
 Office Head

Recommending Approval:


MOISES NEIL V. BERINO
 Director for Extension

Approved:


OTHELLO B. CAPUNO
 VP for 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-FARM), Visayas State University and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2019.

LILIBETH VICTORIA V. PAGALAN
Ratee

ROMEL B. ARMECIN
Unit Head

MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Accomplishment		Rating				Remarks
					Actual	Details of accomplishment	G ¹	E ²	T ³	A ⁴	
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									
		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		4	4	4	4	
		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	18 clients with zero complaints		5	5	5	5	
		Implementation of SPMS	Prepares / encodes OPCR / IPCR of the Institute's administrative staff	5	5		4	4	4	4	

No. of administrative/financial documents acted upon 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	56		5	5	5	5	
	Prepares / processes financial documents (Cash Advance, CA Liquidation, Payroll, Travel Request, RIS, Purchase Request, etc.)				5	5	5	5	
	Receives Incoming documents	30	41		5	5	5	5	
	Sorts and files documents	80	90		5	4	4	4.05	
	Photocopies documents (reports of STF projects, MOAs, etc.)	4	8		5	5	5	5	
Additional Outputs:									
1. No. of faculty evaluation monitored/facilitated	Facilitates faculty evaluation	4 faculty / 8 total subjects	4 faculty / 8 total subjects		4	4	4	4	
2. Member of the BAC Secretariat	Prepares Notice of Meetings, Attendance Sheets, Minutes, Invitations to Observers	12	15		5	5	5	5	

Total Over-all Rating	Ave. Rating (Total Over-all rating divided by __)	
		40.33/10
	Additional Points:	
	* Punctuality	
	* Approved Additional points (with copy of approval)	
	FINAL RATING	4.33
	ADJECTIVAL	0

Evaluated and rated by:


ROMEL B. ARMECHIN
Unit Head

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

Recommending Approval:


MOISES NEIL V. BERINO
Director for Extension

Comments and Recommendations for Development Purposes:

To much load in after
responsibilities (e.g. BAC
secretariat)

Approved by:


OTHELLO B. CAPUNO
VP for Research & Extension

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January - June 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				
Monitoring Archiving of office Feb. 2019 does following ICO forms						
Coaching Discussion on the use of PC for e-filing		May 2019				

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

Conducted by:

Noted by:

[Signature]
ROMEL B. ARMECIN
 Immediate Supervisor

[Signature]
OTHELLO B. CAJUNO
 Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : January - June 2019

Name of Staff : **LILIBETH VICTORIA V. PAGALAN**Position: **Administrative Aide IV**

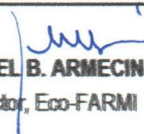
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers output which always result to best practice of the unit. He is 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 requirements

A. Commitment (both for subordinates and supervisors)		Scales				
1.	Demonstrate 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.	Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score						

B. Leadership & Management (For supervisor only to be rated by higher supervisor)		Scale				
1	Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
4	Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
5	Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
Total Score		58	12			
Average Score		4.83				

Overall recommendation :


ROMEL B. ARMEJIN
 Director, Eco-FARMI

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2019

Name of Employee : LILIBETH VICTORIA V. PAGALAN
Performance Rating : _____

Aim: To develop the knowledge and skills needed to perform effectively the functions of an Administrative Aide IV.

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

Date: January 2019 **Target Date:** within 2nd Quarter 2019

First Step:

Review the duties and responsibilities of an Administrative Aide IV position.

Seek trainings relevant to administrative work.

Result:

Developed strategies and skills to improve performance through coaching.

Date: April 2019 **Target Date:** within 2nd 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.

Conforme:

LILIBETH VICTORIA V. PAGALAN
Ratee

Prepared by:

ROMEL B. ARMECIN
Immediate Supervisor