

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


(January – June 2017)

Name of Administrative Staff: Pamela P. Orano

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	.70	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	.30	1.45
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86
 Add: Additional Approved Points, if any:
 TOTAL NUMERICAL RATING: 4.86
 ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


PAMELA P. ORANO

Name of Staff

Reviewed by:


LUALHATI M. NORIEL

Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Pamela P. Orano, of the Quality Assurance Center 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, 2017.

Signature

LUALHATI M. NORIEL

Head of Unit

Signature

PAMELA P. ORANO

RATEE

Date: _____

MFO	Success Indicators	Target	Actual Accomplishment	% Accomplishment as of June 2017	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Duties	Number of IP to edit for final layout and to print for QAC file	9	18	200%	5	5	5	5	
	Number of IP to edit for final layout and to print for AACUP	9	9	100%	5	5	5	5	
	Number of IP to edit for final layout and to print for Copyright	9	18	200%	5	5	5	5	
	Number of Consultation Workshop to facilitate (AACUP Accreditation)	1	1	100%	5	5	5	5	
	Number of Institutional Accreditation required documents to prepare	15	34	226.67%	5	5	5	5	
	Number of Institutional Accreditation Compliance report and Supporting Documents to prepare	9	9	100%	5	5	5	5	
	Number of mandatory requirements to prepare for level IV phase 2 (4 programs)	4	6	150%	5	5	4	4.66	
	Number of classes to facilitate for the Faculty evaluation (Second Semester)	10 classes	15	150%	5	5	5	5	
	Number of meetings/workshop/writershop to attend and facilitate ISO, AACUP, CHED ISA and Horizontal Typology	10	25	250%	5	4	5	4.66	
	Number of OPCR/IPCR, DTR to prepare	2	8	133.33%	5	5	5	5	
	Number communications, TOS/syllabus and countersigned clearance to Receive	8	15	187.5 %	5	4	5	4.66	
	Number of pages to consume in photocopying, certifying true copy	1000 pages	1500	150%	5	4	5	4.66	

	Number of documents to Ring bind	5	10	187.5%	5	5	4	4.66	
	Number of areas assisted in the display of the Institutional Accreditation Documents	9	9	100%	5	5	5	5	24
	Number of edited KRAs for SUC leveling	2	2	100%	5	5	4	4.66	
	Zero complaint from clients	No complaint	No complaint		5	5	5	5	
Efficient & customer-friendly assistance									
Total Over-all Rating								77.96	
Average Rating									
Adjectival Rating								4.87	

Received by:


TERESITA L. QUIÑANOLA
 PRPEO Office

Date: _____

Calibrated by:


REMBERTO A. PATINDOL
 PMT, Chairman

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS
 Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

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

- 1 - Quality
- 2 - Efficiency
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Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2017

Name of Staff: Pamela P. Oraño 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						
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		53				
Average Score		4.82				

Overall recommendation : Outstanding

L1 hand
LUALHATI M. NORIEL

Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PAMELA POSAS ORAÑO
Performance Rating: OUTSTANDING – JAN.-JUNE

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: _____

Result: _____

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Prepared by:

L/kw
LUALHATI M. NORIEL
Unit Head