



**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	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.16	30%	1.24
<b>TOTAL NUMERICAL RATING</b>			<b>4.62</b>

TOTAL NUMERICAL RATING: 4.62

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.62

FINAL NUMERICAL RATING 4.62

ADJECTIVAL RATING: Outstanding

Prepared by:

**VANESSA MAY B. MILAN**  
Name of Staff

Reviewed by:

**JEROME O. ARRIBADO**  
Department/Office Head

Recommending Approval:


**ROSA OPHELIA D. VELARDE**  
Director for Research


Approved:

**MARIA JULIET C. CENIZA**  
VP for REI

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

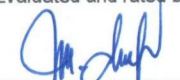
I, LILIBETH VICTORIA V. PAGALAN, an administrative staff of the Ecological Farm and Resource Management Institute (Eco-FARMI) commits to deliver and agrees to be rated on the following accomplishments in accordance with the indicated measures for the period January 2023 to April 15, 2023.

  
**LILIBETH VICTORIA V. PAGALAN**  
 Ratee  
 Date: \_\_\_\_\_

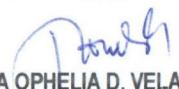
Approved:   
**JEROME O. ARRIBADO**  
 Director, Eco-FARMI  
 Date: \_\_\_\_\_

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timelines	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Provides customer-friendly frontline services to clients	5 clients with zero complaints	6	5	5	5	5.00	
	PI 3: Additional Outputs	No. of SPMS documents evaluated and signed	Encodes/prepares OPCR/IPCR of the Insitute and its administrative staff	2	2	5	4	5	4.67	
	Total Over-all Rating								4.83	
	Average Rating									
	Adjectival Rating								Outstanding	


Evaluated and rated by:

  
**JEROME O. ARRIBADO**  
 Director, Eco-FARMI  
 Date: \_\_\_\_\_

Recommending Approval:

  
**ROSA OPHELIA D. VELARDE**  
 Director, Research  
 Date: \_\_\_\_\_

Approved by:

  
**MARIA JULIET C. GENIZA**  
 Vice President, RDE  
 Date: \_\_\_\_\_

Comments and Recommendation for Development Purpose:

*Attend POAP Training and seminars relevant to administrative functions.*

# **PERFORMANCE MONITORING & COACHING JOURNAL**

**Rating Period: January - March 2023**

√	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Employee : **LILIBETH VICTORIA V. PAGALAN**

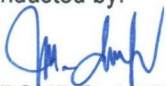
Head of Office : **JEROME O. ARRIBADO**

Number of Personnel: 1


Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
<b>Monitoring</b> Meeting and discussion update of the Institute level working committee  Meeting and discussion of the Eco-FARMI ROAM & SWOT  Meeting and review of the Manpower Development Plan		March 6, 2023  January 25, 2023  March 28, 2023				
<b>Coaching</b> Preparation of documents/ reports and keeping of records according to standard  Conducted consultations	January 2023  1st quarter of 2023					

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

Conducted by:

  
**JEROME O. ARRIBADO**  
 Immediate Supervisor

Noted by:

  
**MARIA JULIET C. CENIZA**  
 Next Higher Supervisor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to <sup>March</sup> June 2023 <sup>me</sup>  
Name of Staff: LILIBETH VICTORIA V. PAGALAN

Position: Administrative Aide

**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		50				



<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		50				
Average Score		4.16				

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



**JEROME O. ARRIBADO**  
Printed Name and Signature  
Head of Office

**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: January to March 2023**

Name of Employee : LILIBETH VICTORIA V. PAGALAN

Performance Rating:

Aim: To be efficient in performing administrative tasks and any given tasks.

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

Date: January 2023 Target Date: within the 1st quarter of 2023

First Step:

Allow involvement and participation in administrative training/seminars/workshops.

Result:

Attendance at training, seminars, or workshops that will provide new knowledge in administrative functions

Date: N/A Target Date: N/A

Next Step:

N/A

Outcome:

N/A

Final Step/Recommendation:

N/A

Prepared by:

  
JEROME O. ARRIBADO

Unit Head

Conforme:

  
LILIBETH VICTORIA V. PAGALAN

Name of Ratee