



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 2021

Annex P

Name of Administrative Staff: **PAMELA H. URDANETA**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.875 | 70% | 3.412 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.66 | 30% | 1.398 |
| TOTAL NUMERICAL RATING | | | 4.81 |

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.81

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: Outstanding

Prepared by:

PAMELA H. URDANETA
Name of Staff

Reviewed by:

MARISELA A. LEORNA
Director

Approved:

MARIA JULIET C. CENIZA
Vice President, Research, Extension & Innovation



Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
 Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, PAMELA H. URDANETA, Admin Aide VI of the National Coconut Research Center - Visayas, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2021.


PAMELA H. URDANETA
 Admin. Aide VI


MARISEL A. LEORNA
 Director, NCRC-V

Date: _____

| MFO No. | MFOs/PAPs | Success Indicator (SI) | Task Assigned | Target | % of Accomplishment | Actual Accomplishment | Rating | | | | Remark |
|---------|--|---|--|------------------------|---------------------|------------------------|---------|------------|------------|---------|--------|
| | | | | | | | Quality | Efficiency | Timeliness | Average | |
| | General Administration and Support Services (GASS) | | | | | | | | | | |
| | Administrative and Facilitative Services | | | | | | | | | | |
| | Efficient and customer friendly frontline services | A35: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously | Customer friendly frontline services | 100% customer friendly | 100.00% | 100% customer friendly | 5 | 5 | 5 | 5.00 | |
| | Efficient office management and maintenance | A 51. Number of documents preapred/processed (i.e. travel, payrolls, appointments, replenishments, PRs, RIS, fuel vouchers, trip tickets, PPMP, etc). | Prepares vouchers, trip tickets, travel order, RIS Itinerary of Travel, CTC, DTR/CSR, Payrolls, POs, PR, Job Request, ORS/BURS, application for leave, VAT and others. | 50 | 600.00% | 300 | 5 | 5 | 4 | 4.67 | |
| | | | Prepares cash advance, liquidations, reimbursements | 30 | 133.33% | 40 | 5 | 5 | 5 | 5.00 | |
| | | | Prepares Annual Procurement Plan (APP) | 5 | 160.00% | 8 | 5 | 5 | 5 | 5.00 | |
| | | | Prepares renewal of appointment | 5 | 400.00% | 20 | 5 | 5 | 5 | 5.00 | |
| | | | Photocopy documents such as memorandum and other supporting documents | 50 | 160.00% | 80 | 5 | 5 | 5 | 5.00 | |
| | | | Entertains queries to walk-in clients and visitors | 50% | 140.00% | 70% | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | | |
|--|--|--|--|---|---------|---|---|---|---|-------|--|
| | | | Assists/helps facilitate IHR and Planning Workshop | 1 | 100.00% | 1 | 5 | 4 | 4 | 4.33 | |
| | | | | | | | | | | | |
| | | | | | | | | | | 4.875 | |
| Average Rating | | | 4.875 | Comments and Recommendations for Development Purpose: <i>Highly commendable Accomplishments</i> <i>Keep up.</i> | | | | | | | |
| Punctuality | | | | | | | | | | | |
| Approved Additional Points (w/ copy of Approval) | | | | | | | | | | | |
| FINAL RATING | | | 4.875 | | | | | | | | |
| ADJECTIVAL RATING | | | OUTSTANDING | | | | | | | | |

Evaluated by:


MARISEL A. LEORNA
Center Director

Date:

Approved:


MARIA JULIET C. CENIZA
Vice President for Research, Extension &
Innovation

Date:

PERFORMANCE MONITORING FORM

Name of Employee: **PAMELA H. URDANETA**

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date Accomplished | Quality of Output* | Overall Assessment of Output** | Remarks/ Recommendation |
|----------|---|--|---------------|-----------------------------|--------------------------|--------------------|--------------------------------|-------------------------|
| 3 | Efficient and customer friendly frontline service | Efficient and customer friendly frontline service, with no complaints | July 2021 | Dec 2021 | Dec 2021 | Very Impressive | Very Satisfactory | |
| 4 | Prepares Voucher, Trip Tickets, Travel Order, RIS, Itinerary of Travel, CTC, DTR/CSR, Payrolls, POs, Job Request, ORS/BURS, Application for Leave, VAT and others | Prepared 210 documents i.e. Voucher, Trip Tickets, Travel Order, RIS, Itinerary of Travel, CTC, DTR/CSR, Payrolls, POs, Job Request, ORS/BURS, Application for Leave, VAT and others | July 2021 | Dec 2021 | Dec 2021 | Very Impressive | Very Satisfactory | |
| 5 | Prepares of cash advance, liquidation of reimbursements | Prepared cash advance, liquidation of reimbursements | July 2021 | Dec 2021 | Dec 2021 | Very Impressive | Very Satisfactory | |
| 6 | Prepares Annual Procurement Plan (APP) | Prepared 7 Annual Procurement Plan (APP) | July 2021 | Dec 2021 | Dec 2021 | Very Impressive | Very Satisfactory | |
| 7 | Prepares PDS, SALN | Prepared 12 PDS, SALN | July 2021 | Dec 2021 | Dec 2021 | Very Impressive | Very Satisfactory | |
| 8 | Prepares MOA/MOUs for coconut contract/copra processors | Prepared 35 MOAs/MOUs for coconut contract/copra processors | July 2021 | Dec 2021 | Dec 2021 | Very Impressive | Very Satisfactory | |
| 9 | Prepares DTR, PDS and other documents | Prepared 15 DTR, 1 PDS and other documents | July 2021 | Dec 2021 | Dec 2021 | | | |
| 10 | Prepares renewal of appointment | Prepared 25 renewal of appointment | July 2021 | Dec 2021 | Dec 2021 | Very Impressive | Very Satisfactory | |
| 11 | Photocopying/Scanning of various documents such as memorandum and other supporting documents | Photocopied/Scanned 90 various documents such as memorandum and other supporting documents | July 2021 | Dec 2021 | Dec 2021 | Very Impressive | Very Satisfactory | |
| 12 | Canvass supplies/materials | Canvassed supplies/materials | July 2021 | Dec 2021 | Dec 2021 | | | |
| 13 | Entertains queries to walk-in clients and visitors | Entertained queries to walk-in clients and visitors | July 2021 | Dec 2021 | Dec 2021 | Very Impressive | Very Satisfactory | |
| 14 | Assistsn/helps facilitate IRH and Planning Workshop | Assisted/help facilitate IHR AND Planning Workshop | July 2021 | Dec 2021 | Dec 2021 | Very Impressive | Very Satisfactory | |

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor


 MARISEL A. LEORNA
 Center Director



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2021

Name of Staff: PAMELA H. URDANETA

Position: Admin Aide VI

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 |

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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VO 11-12-2021

No. 297

56/12

| Total Score | | | | | | | | | | |
|---|---|--|--|--|--|-------|---|---|---|---|
| B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>) | | | | | | 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 : _____


MARISEL A. LEORNA
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July to December 2021

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

Name of Officer : **PAMELA H. URDANETA**


Head of Section : **MARISEL A. LEORNA**

Number of Personnel:


| Activity Monitoring | MECHANISM | | | | Remarks |
|----------------------------|------------|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. Specify) | |
| | One-on-One | Group | | | |
| Monitoring on | | | | | |
| | | | | | |
| | | | | | |
| Health protocol | √ | √ | | | |
| | | | | | |
| Coaching on | | | | | |
| | | | | | |
| | | | | | |
| Health protocol procedures | √ | √ | | | |
| | | | | | |

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

Conducted by:


MARISEL A. LEORNA
Immediate Supervisor

Noted by:


ROSA OPHELIA D. VELARDE
Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2021

Name of Employee: PAMELA H. URDANETA
Performance Rating: Outstanding

Aim: To become an effective and efficient frontliner of VSU.

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

Date: July 3, 2021 Target Date: July 30, 2021

First Step: Meeting with the concerned staff to discuss the duties
and responsibilities as the Health Coordinator of the Unit

Result: Fully aware of the responsibilities of the position

Date: August 5, 2021 Target Date: August 30, 2021

Next Step: Make plans for the implementation of the Health protocol of the Unit.


Outcome: NCRC Staff were fully aware of the health procedures.

Final Step/Recommendation:

Prepared by:


MARISEL A. LEORNA
Unit Head

Conform:


PAMELA H. URDANETA