

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFName of Administrative Staff: **PAMELA P. ORAÑO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	4.81 x 70%	3.367
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	4.67 x 30%	1.401
TOTAL NUMERICAL RATING			4.768

TOTAL NUMERICAL RATING: **4.768**Add: Additional Approved Points, if any: **0.00**TOTAL NUMERICAL RATING: **4.768**ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


PAMELA P. ORAÑO
 Name of Staff

Reviewed by:


EDITHA G. CAGASAN
 Director, QAC

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Pamela P. Oraño, 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 July to December, 2018.

Paw
PAMELA P. ORANO
RATEE

Editha
EDITHA G. CAGASAN
HEAD

MFO	Success Indicators	Target	Accomplishment as of December 2018	% Accomplishment as of December 2018	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Duties									
	Number of PPPs to print for correction (for technical consultant and internal technical evaluators) level I & II	12 Programs (10 Areas each Program)	120 PPPs for 12 programs	100	4	4	4	4	
	Number of PPPs to print for final editing and printing levels I & II (QAC file and AACCUP copy)	12 Programs (10 Areas each Program)	120 PPPs for 12 programs	100	4	4	4	4	
	OPCR/IPCR/DTRs prepared	4	8	200	5	5	5	5	
	Communications, TOS/syllabi received and clearance countersigned	25	50	200	5	5	5	5	
	Number of pages to consume in photocopying, certifying true copy	2000	5000	250	5	5	5	5	
	Number of meetings/workshop/writeshops, benchmarking activities, and orientations to facilitate (ISO, AACCUP, CHED ISA)	5	11	220	5	5	5	5	
	Number of QA activities to facilitate	1	4	400	5	5	5	5	

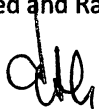
	No. of times requested to act as OIC (QAC)	1	5	500	5	5	5	5	
Efficient & customer-friendly assistance	Zero complaint from clients	No complaint	No complaint	100	5	5	5	5	

Total Over-all Rating		43.0
Average Rating (Total Over-all rating divided by)		4.78
Additional Points:		
Approved Additional Points (with copy of approval)		
FINAL RATING		
Adjectival Rating		Outstanding

Comments and Recommendations for Development

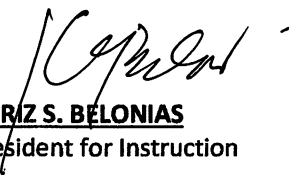
Purpose: Facilitating accreditation activities require a lot of patience and hard work even beyond office hours. Ms. Oraño willingly performed her tasks without complain. Keep up the good work.

Evaluated and Rated by:



EDITHA G. CAGASAN
HEAD OF UNIT

Approved by:



BEATRIZ S. BELONIAS
Vice President for Instruction

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018

Name of Staff: **Pamela P. Oraño**

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 (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		56				
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		4.67				

Overall recommendation: Facilitating accreditation activities require a lot of patience and hard work even beyond office hours. Ms. Oraño willingly performed her tasks without complain. Keep up the good work.


EDITHA G. CAGASAN
QAC Director

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Quality Assurance Office

Head of Office: Editha G. Cagasan

Name of Personnel: Pamela P. Oraño

Signature: _____

[Handwritten Signature]

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Printing of PPPs of programs subjected for AACCUP accreditation for correction by the technical consultants and internal technical evaluators	X	X			
Editing and printing of PPPs of programs subjected for AACCUP accreditation for the accreditors and for QAC file	X	X			
Preparation of draft of OPCR/IPCR/DTRs	X				
Preparing/receiving communications, TOS/syllabi, and countersigning of clearance	X				
Photocopying of documents to support accreditation activities	X				
Facilitating the conduct of meetings/workshop/writeshops, benchmarking activities, and orientations (for ISO, AACCUP,CHED ISA, etc.)	X	X			
Provide frontline service for QAC clients	X				
Coaching					
Printing of PPPs of programs subjected for AACCUP accreditation for correction by the technical consultants and internal technical evaluators	X				
Editing and printing of PPPs of programs subjected for AACCUP accreditation for the accreditors and for QAC file	X				
Preparation of OPCR and IPCR drafts	X				
Facilitating the conduct of meetings/workshop/writeshops, benchmarking activities, and orientations (for ISO, AACCUP,CHED ISA, etc.)	X				

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

Conducted by:

[Handwritten Signature]

EDITHA G. CAGASAN
QAC Director

Noted by:

[Handwritten Signature]


BEATRIZ S. BELONIAS
VP for Instruction

TRACKING TOOL FOR MONITORING TARGETS
July to December 2018

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1: Program and institutional accreditation services								
PI 1. Number of Degree Programs to schedule for accreditation/and to pass the evaluation	1. Coordinate the scheduling, preparation and implementation of AACUP accreditation activities (Levels I and II for the VSU main campus, VSU Isabel and VSU Tolosa)	EGCagasan, MCBales, PPOraño, CRellin, RASValenzona, CUriate	July to December 2018	x	x	x	x	
PI 2. Percent preparation for ISO:9001-2015	2. Facilitate preparations for ISO certification of VSU (look for consultants, review documents, coordinate conduct of meetings, workshops, etc.)	EGCagasan, MCBales, PPOraño, CRellin, RASValenzona, CUriate	July to December 2018	x	x	x	x	
PI 3. Percent preparation for Institutional Sustainability Assessment	3. Facilitate preparation and review of SEDs and supporting documents	EGCagasan, PPOraño,	July to December 2018	x	x	x	x	
MFO 2. Administrative Services								
PI 1. Number of pages of documents to photocopy as supporting Documents for AACUP, ISA, CHED Monitoring/RQAT, ISO, etc)	1. Photocopy documents for various accreditation activities	PPOraño, CRellin, RASValenzona, CUriate	July to December 2018	x	x	x	x	
PI 2. Number of PPPs to review and print for the internal technical evaluators for corrections (for Levels I and II accreditation in the VSU Main campus)	1. Review and print PPPs for the technical evaluators	EGCagasan, MCBales, PPOraño, CRellin, RASValenzona, CUriate	July to November 2018	x	x	x	x	

PI 3. Number of PPPs to edit and print for the AACCUP accreditors and for QAC files	2. Edit and print PPPs for the accreditors and for QAC file	EGCagasan, MCBales, PPOraño, CRellin, RASValenzona, CUriate	July to November 2018	x	x	x	x	
PI 4. Percentage of preparedness for 5s	3. Improve filing of documents in preparation for the 5S internal audit	EGCagasan, MCBales, PPOraño, CRellin, RASValenzona, CUriate	July to December 2018	x	x	x	x	
MFO 3: Support to Operations								
PI 1. Number of meetings, workshop/Writeshop benchmarking to schedule/facilitate (AACCUP, ISO, RQAT, etc.)	1. Schedule and spearhead/facilitate the conduct of workshop/Writeshop benchmarking activities in relation to AACCUP, ISO, ISA, RQAT activities	EGCagasan, MCBales, PPOraño, CRellin, RASValenzona, CUriate	July to December 2018	x	x	x	x	
Number of programs to monitor for compliance of the Mandatory Requirements for Levels I and II	2. Monitor for compliance of the Mandatory Requirements for Levels I and II AACCUP accreditation	EGCagasan, MCBales, PPOraño, CRellin	July to November 2018	x	x	x	x	
MFO 4: Efficient customer friendly assistance								
Efficient and customer-friendly frontline service	3. Provide efficient and customer-friendly frontline service to QAC clients	PPOraño, CRellin, RASValenzona, CUriate	July to December 2018	x	x	x	x	

Prepared by:


EDITHA G. CAGASAN
 QAC Director

PERFORMANCE MONITORING FORM
(July to December 2018)

Name of Employee: *Pamela P. Oraño*
Pamela P. Oraño

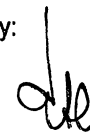
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Print Program Performance Profiles (PPPs) of programs to be subjected for Levels I and II AACCUP accreditation in October and November 2018 for correction by technical consultant and internal technical evaluators	120 PPPs for 12 Programs (at 10 Areas per Program)	July 2018	August 2018	August 2018	Impressive	Very satisfactory	Finished printing 120 PPPs on time
2	Edit corrected PPPs of programs to be subjected for Levels I and II AACCUP accreditation in October and November 2018 and print copies for QAC file and for the AACCUP accreditors	240 PPPs (120 PPPs for 12 Programs for QAC file; plus 120 PPPs for the AACCUP accreditors)	July 2018	End of September for the Level II accreditation on Oct 1 to 6, 2018; 1st week of Nov for the Level I accreditation on Nov 12 to 17, 2018	End of September 2018 1st week of Nov 2018	Impressive	Very satisfactory	Finished printing the 240 PPPs making these available during the accreditation survey visits
3	Prepare DTRs and drafts of OPCR/IPCR	4	July 2018	Every month until December 2018	DTRs every month; drafts of OPCR and IPCR in December 2018	Impressive	Very satisfactory	Documents prepared as scheduled
4	Prepare communications, receive TOS/syllabi and countersign clearance	25	July 2018	Every month until Dec 2018	Every month until Dec 2018	Impressive	Very satisfactory	Documents prepared as scheduled
5	Help in photocopying documents for	2000	July 2018	Every month	Every month until	Impressive	Very	Documents

	accreditation and other purposes			until Dec 2018	Dec 2018		satisfactory	photocopied as scheduled
6	Facilitate meetings/ workshops/writeshops, benchmarking activities, and orientations (ISO, AACCUP, CHED/RQAT, ISA)	5	July 2018	As scheduled	During the scheduled dates of the meetings/ workshops/ writeshops, benchmarking activities, and orientations (ISO, AACCUP, CHED/RQAT, ISA)	Impressive	Very satisfactory	The activities were implemented smoothly & successfully
7	Facilitate the conduct of QA activities (AACCUP and RQAT)	1	July 2018	July, September,, October and Nov 2018	July, September,, October and Nov 2018	Impressive	Very satisfactory	The activities were implemented smoothly & successfully
8	No. of times requested to act as OIC (QAC)	1	When needed	During scheduled trips of the director	During the scheduled trips of the director	Impressive	Very satisfactory	

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

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

Prepared by:



EDITHA G. CAGASAN
Director, QAC

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **PAMELA P. ORAÑO**

Performance Rating (Previous Rating Period): **Outstanding**

Aim: To improve capability to facilitate quality assurance activities of the university

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

Date: **July 2017**

Target Date: **July to December 2017**

First steps:

- Discussion about the needed preparations for the various quality assurance activities.
- Allow her to attend trainings/seminar workshops related to ISO, CHED-ISA and AACCUP Accreditation.
- Involve her in the facilitation of the various workshops organized by QAC.

Result:

- Better procedures in the preparation for the various Quality Assurance Activities;

Date: **December 2017**

Target Date: **January to June 2018**

Next Step:

- Continue to allow her to attend trainings/seminar workshops related to ISO, CHED-ISA and AACCUP Accreditation; and to involve her in the facilitation of the various workshops organized by QAC.

Outcome:

- Increased efficiency in facilitating various activities in preparation for the quality assurance activities.

Final Step/Recommendation:

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Conforme:


PAMELA P. ORAÑO
RATEE

Prepared by:


Dr. EDITHA G. CAGASAN
QAC Director