



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: PAMELA POSAS ORANO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.402
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.83

FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


PAMELA POSAS ORANO
Name of Staff

Reviewed by:


EDITHA G. CAGASAN
Department/Office Head


Approved:

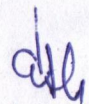

EDGARDO E. TULIN
President

"Exhibit B"

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 Jan to June, 2021.


PAMELA P. ORANO
 RATEE
 Date: July 14, 2021


EDITHA G. CAGASAN
 Head of Unit

MFO No.	MFO Description	Success/Performance Indicator (PI)	Target for 2020	Actual Accomplishments		Rating				Remarks
				Actual	%	σ	ω	τ	Δ	
UMFO 5	Support to Operations									
	QAC PI 2. ISO:9001-2015 Certified									
	QAC PI 4. Administrative Service									
		Number of dDRC and alternate dDRC monitored	100	150	150%	5	5	5	5	
		Number of GL,PM, FM monitored	100 PM 18 GL 200 FM 1 -TP	123 PM 26 GL 602-FM 12 -TP	123% PM 144 % GL 301% FM 120% TP	5	5	5	5	

		Number of New PMS,FMS,GLs. TPs distributed	1 PMS 5 FMS 1GLs.	2 PM 28 FM 3 GL	200% PM 560% FM 300%GL	5	5	4	4.67	
		Number of Revised PMS,QMS,GLs and FMs distributed	4 PM 10 FM 1 TP	10 QM 4PM 47 FM No TP Revised	100% PM 470%FM	5	5	4	4.67	
		Number of Document Requisition Form acted	1	1	100%	5	5	4	4.67	
		Number of QRM reviewed and saved as PDF file	50 Depts /units/ Centers	78	156%	5	4	5	4.67	
		Number of Internal and External Masterlist updated	1	1 Internal masterlist updated 1 external masterlist updated	200%	5	5	5	5	
		Number of meetings/ workshops/ trainings facilitated (AACCUP, ISO, etc)	5	5	100%	5	5	4	4.67	
		Number of OPCR/IPCR, DTR , Leave applications,	4	7	175%	5	5	4	4.67	

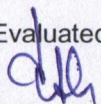
		Number of Document Review Form prepared for Document Review	40	45	112.50%	5	5	5	5	
		Number of communication prepared	40	45	112.50%	5	5	5	5	
	QAC PI 5. Support to Operations									
		Number of New Guideline Prepared and approved	1	1	100%	5	5	5	5	
		Number of PMs and GLs reviewed and revised	1 PM/ GL/ FM	1 PM Manual 2 Forms	100%	5	5	4	4.67	
		No. of ISO-related orientation conducted	1	2	200%	5	5	5	5	
		Number of ISO quality audit attended (EXTERNAL)	1	1	100%	5	5	5	5	
	QAC PI 6. Efficient customer friendly assistance	Efficient and customer-friendly frontline service	Zero complaint from clients	No complaint received	No complaint received	5	5	5	5	
Total Overall Rating										77.69
Average Rating										4.86
Adjectival Rating										Outstanding

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

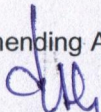
She can work well with a team.
To be able to facilitate continual improvement of the VSA-QMS she needs to be allowed to attend enhancement trainings on Documents & Records Control

Evaluated & Rated by:



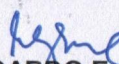
EDITHA G. CAGASAN
Director, Quality Assurance
Date:

Recommending Approval:



EDITHA G. CAGASAN
Director, Quality Assurance
Date:

Approved by:



EDGARDO E. TULIN
VSU President
Date:

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2021

Name of Staff: **PAMELA P. ORANO**

Position: Administrative Aide IV

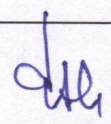
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 57				
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	57				
Average Score	4.75				

Overall recommendation : _____

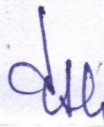

EDITHA G. CAGASAN
 Printed Name and Signature
 Head of Office

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Week	2nd Week	3rd Week	4th Week	
UMFO 5 Support to Operations								
OVPI MFO 4. Program and Institutional Accreditation Services								
QAC PI 1. Number of degree programs which passed accreditation/ evaluation	Coordinate the scheduling, preparation and implementation of AACUP accreditation activities (PSV)	EGCagasan/ ODQA Staff	Jan-April 2021	x	x	x	x	
QAC PI 2. ISO:9001-2015 Certified		QA Director, QMR, LA and other ODQA staff	Jan-Feb	x	x	x	x	
Number of quality procedures/guidelines, forms and manuals reviewed	reviews on all internal documented information	Lead auditor/QMR/ DRC/ process owners	Jan-june	x	x	x	x	
Number of internal quality audits coordinated	Coordinate the scheduling, preparation and implementation of Internal Quality Audit	QMR/QA Director/ other ODQA staff	June	x	x	x	x	
Number of management reviews coordinated/ conducted	Coordinate the scheduling, preparation of the Management review	QMR/QA Director/ other ODQA staff	June	x	x	x	x	
No. of ISO-related trainings/workshops/ meetings coordinated/ facilitated	Schedule and Spearhead /facilitates the conduct of the ISO-related trainings/works hops/ meetings	EGC/QMR/Lead Auditor/GN Tan/PPOrano / RValenzona	Jan - June	x	x	x	x	
Number of processes/procedures monitored during the roll out/implementation	Monitors the implemented internal documented	EGC/QMR/Lead Auditor/GN Tan/PPOrano	Jan-june	x	x	x	x	

	information	/ RValenzona						
Number of documented procedures and forms revised and cascaded	Cascades the revised PM, QM, FM, and templates	EGC/QMR/Lead Auditor/GN Tan/PPOrano / RValenzona	Jan-june	x	x	x	x	
Percentage of programmed ISO-related activities implemented within the targeted timeline	Implements ISO related Activities	MCBales/EE Ongy/ EGC/ PPOrano/ RValenzona	Jan-June	x	x	x	x	
Number of manuals reproduced and disseminated	Photocopied Quality Manuals	PPOrano/ RValenzona	Jan-June	x	x	x	x	
Number of Supporting Documents scanned (ISO, AACCUP)	Scanned documents	PPOrano/ RValenzona	Jan-June	x	x	x	x	
QAC PI 5. Support to Operations								
Number of meetings/workshops/ trainings facilitated (AACCUP, ISO, etc)	Schedule and Spearhead /facilitates the conduct of the ISO-related trainings/works hops/ meetings	EGCagasan/ other ODQA staff	Jan-June	x	x	x	x	
QAC PI 6. Efficient customer friendly assistance								
Efficient and customer-friendly frontline service for QAC	Provide efficient and customer friendly frontline services to ODQA	PPOrano/ RValenzona / Flor Villaruel/ Cristian Jayme/ Maria Lilia Vega	Zero complaint from clients	x	x	x	x	

Prepared by:



EDITHA G. CAGASAN
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PAMELA P. ORAÑO

Performance Rating: _____

Aim: Enhanced knowledge and skill on document management and facilitation skills

Proposed Interventions to Improve Performance:

Date: June 2021

Target Date: June 2021

First Step: Discussion on specific skill/competency more on document management needing improvement

Discussion on the processes on how to effectively facilitate meetings and workshops

Result: Improvement in the process of document control, recording and retrieval

Improvement in the process of facilitating meetings / workshops

Date: July 2021

Target Date: August 2021

Next Step: Send her to training/seminar related to ISO document management

Involve her in the conduct of meetings by encouraging her to perform the task.

Outcome: Increase efficiency and effectiveness in document management

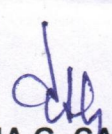
Improve competence in handling meetings

Final Step/Recommendation:

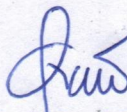
Continue capability enhancement through mentoring/coaching and sending her to trainings

and seminars.

Prepared by:


EDITHA G. CAGASAN
Unit Head

Conforme:


PAMELA P. ORAÑO
Name of Ratee Faculty/Staff