



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

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	4.67	70%	3.27
2. Supervisor's/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<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:

  
**LILIBETH VICTORIA V. PAGALAN**  
Name of Staff


Reviewed by:

  
**ROMEL B. ARMECIN**  
Office Head

Recommending Approval:

  
**JOSE L. BACUSMO**  
Director, Research

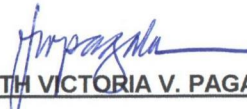
Approved:


  
**OTHELLO B. CAPUNO**  
Vice President, RDE

"Exhibit B"

# 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 attainment of the following accomplishments in accordance with the indicated measures for the period January 2020 to June 2020.

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

Approved:   
**ROMEL B. ARMECIN**  
 Unit Head  
 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	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	10 clients with zero complaints	13 clients with zero complaints	5	5	5	5	
	PI 3: Additional Outputs	A 47. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal							

		No. of documents (administrative/financial, projects', and incoming) effectively acted	Prepares/processess administrative documents (OIC Recommendation, Recommendation & Appointment of Project/Study Leader and Porject Staff, Leaves, Contract of Service, etc.)	20	28	5	5	4	4.67	
			and financial documents (Cash Advance, Replenishments, CA Liquidation, Payroll, Travel, Travel Request, RIS, Purchase Request, etc.).	30	64	5	5	4	4.67	
		No. of reports reviewed and submitted (e.g. IGP and annual reports)	Prepares monthly summary production and sales report	6	6	5	5	4	4.67	
		No. of SPMS documents evaluated and signed	Encodes/prepares OPCR/IPCR of the Insitute and its administrative staff	10	10	5	5	5	4.67	
		No. of documents filed	Receives, sort,s and files documents	40	48	5	4	4	4.3	
		Procurement Service: No. of documents prepared as member of the BAC Secretariat	Prepares Notice of Meetings, Attendance Sheets, Invitations to Observers, Minutes, NOA, and NTP.	40	56	5	5	4	4.67	
			Assist in the post-qualificaion of suppliers and in the preparation of report	2	4	5	5	4	4.67	



	Total Over-all Rating									37.32/8
	Average Rating									4.67
	Adjectival Rating									Outstanding

Evaluated and rated by:

ROMEL B. ARMECIN

Unit Head

Date:

Recommending Approval:

JOSE L. BACUSMO

Director, Research

Date:

Approved by:

OTHELLO B. CAPUNO

Vice President, RDE

Date:

Seek relevant training  
related to record  
keeping.



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: LILIBETH VICTORIA V. PAGALAN

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						



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		77				
Average Score		4.5				

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

  
**ROMEL B. ARMECIN**

Printed Name and Signature  
Head of Office

# PERFORMANCE MONITORING & COACHING JOURNAL

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

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

Head of Office : **ROMEL B. ARMECIN**

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
<b>Monitoring</b> Preparation of office documents/ reports and keeping of records according to standard	Feb 3, Mar 9, June 29, 2020					
<b>Coaching</b> Preparation of office documents/ reports and keeping of records according to standard	Jan 6, June 8, 2020					

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

Conducted by:

  
**ROMEL B. ARMECIN**  
 Immediate Supervisor

Noted by:

  
**OTHELLO B. CAPUNO**  
 Next Higher Supervisor

**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: January-June 2020**

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

**Performance Rating:**

**Aim:** To be an efficient office administrative aide.

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

**Date:** January 2020

**Target Date:** within 1st Qtr 2020

**First Step:**

Seek relevant tutorials/trainings for better performance as Administrative Aide.

**Result:**

Attended relevant trainings for administrative staff.

**Date:** within 1st Qtr 2020

**Target Date:** within 2nd Qtr 2020

**Next Step:**

Incorporate learned knowledge in administrative works.

**Outcome:**

Improved performance and quality of service as Administrative Staff.

**Final Step/Recommendation:**

Continue observing quality service.

Continue seeking for tutorials or relevant seminars/trainings to improve personal effectiveness and develop work-life flexibility.

Prepared by:

ROMEL B. ARMECIN

Unit Head

Conforme:

LILIBETH VICTORIA V. PAGALAN

Name of Ratee