


COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: Pamela P. Orano


| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 3. Numerical Rating per IPCR | 4.89 | .70 | 3.423 |
| 4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.66 | .30 | 1.398 |
| TOTAL NUMERICAL RATING | | | 4.821 |


TOTAL NUMERICAL RATING: 4.821
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.821
ADJECTIVAL RATING: OUTSTANDING

Prepared by:

PAMELA P. ORANO
Name of Staff

Reviewed by:


LUALHATI M. NORIEL
Department/Office Head

Recommending Approval:

DR. REMBERTO PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

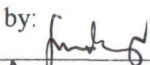
I, Pamela P. Orano, of the Quality Assurance Center commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2016.



PAMELA P. ORANO
June 27, 2016
 RATEE

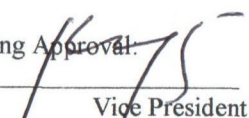
LUALHATI M. NORIEL
 Head of Unit
 Date: _____

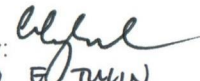
| MFO | Success Indicators | Target | Actual Accomplishments | Percentage Accomplishment for as of June | Rating | | | | Remarks |
|------------------------------|--|--------------------------|--|--|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Administrative Duties | Self-rates the University for SUC leveling Main Campus | 4 KRA's for 1 instrument | 4 KRA's for 1 instrument | 100% | 5 | 5 | 4 | 4.67 | |
| | filled up summary forms of SUC leveling that was used for the orientation of the SUC leveling instrument | 4 KRA's for 1 instrument | 4 KRA's filled up for 1 instrument | 100% | 5 | 5 | 5 | 5 | |
| | Follow-up, Collected and Collated supporting documents for SUC leveling for main campus | 4 KRA's | 4 KRA's for 1 instrument | 100% | 5 | 4 | 5 | 4.67 | |
| | Number of instrument prepared/ encoded /bound for AACUP, ISO, Institutional Accreditation, SUC Leveling | 1 | 2 for Institutional Portfolio and AUN instrument | 200% | 5 | 5 | 5 | 5 | |
| | Drafted Quality Procedure for Individual Faculty Workload Determination and Work Instruction | 1 | 2 | 200% | 5 | 5 | 5 | 5 | |
| | Number of classes facilitated for the Faculty evaluation (Second Semester) | 10 classes | 20 | 200% | 5 | 5 | 5 | 5 | |
| | Number of meetings/workshop/writeshop to attended and facilitated/NP dry | 5 | 15 | 300% | 5 | 5 | 5 | 5 | |

| | | | | | | | | | |
|---|--|--------------|--------------|--------------|---|---|---|-------|--|
| | Run Presentation, ISO, AACUP, ACRO | | | | | | | | |
| | Number of OPCR/IPCR, DTR prepared | 2 | 4 | 200% | 5 | 5 | 5 | 5 | |
| | Number communications, TOS/syllabus and countersigned clearance and Received | 8 | 12 | 150% | 5 | 5 | 5 | 5 | |
| | Number of pages consumed in photocopying, certifying true copy | 1000 pages | 3000 | 200% | 5 | 5 | 4 | 4.67 | |
| | Number of documents Ring bound | 5 | 10 | 200% | 5 | 5 | 4 | 4.67 | |
| Efficient & customer-friendly assistance | Zero complaint from clients | No complaint | No complaint | No complaint | 5 | 5 | 5 | 5 | |
| Total Over-all Rating | | | | | | | | 58.68 | |
| Average Rating | | | | | | | | 4.89 | |
| Adjectival Rating | | | | | | | | 0 | |

Received by: 
Planning Office

Calibrated by: 
PMT

Recommending Approval: 
Vice President

Approved by: 
EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JAN-JUNE , 2016

Name of Staff: Pamela P. Oraño Position: Administrative Aide III

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 <i>(both for subordinates and supervisors)</i> | | 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 | | 40 + 16 | | | | |
| 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 | | 50 | | | | |
| Average Score | | 4.66 | | | | |

Overall recommendation : *Ms. Pamela P. Orano is efficient/effective in doing her tasks/responsibilities and this contributed to the attainment of the goals & objectives of the QAC.*
Lihail
LUALHATI M. NORIEL

Name of Head