



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF  
January to June 2020**

**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	4.897	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.89</b>

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: Outstanding

Prepared by: *[Signature]*

PAMELA H. URDANETA  
Name of Staff

Reviewed by:

*[Signature]*  
MARIA JULIET C. CENIZA  
Director

Approved:

*[Signature]*  
**OTHELLO B. CAPUNO**  
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 January to June, 2020.

  
PAMELA H. URDANETA  
Admin. Aide VI

  
MARIA JULIET C. CENIZA  
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% customer friendly	5	5	5	5.00	
	Efficient office management and maintenance	A 51. Number of documents preaped/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	400.00%	200	5	5	5	5.00	
			Prepares cash advance, liquidations, reimbursements	30	200.00%	60	4	5	5	4.67	
			Prepares Annual Procurement Plan (APP)	5	220.00%	11	5	5	5	5.00	
			Prepares PDS, SALN	6	200.00%	12	5	5	5	5.00	
			Prepares MOA/MOUs for coconut contract/copra processors	25	140.00%	35	5	5	5	5.00	
			Prepares renewal of appointment	5	500.00%	25	5	5	5	5.00	



			Photocopy documents such as memorandum and other supporting documents	50	150.00%	75	5	5	5	5.00	
			Books/arranges plane tickets	2	150.00%	3	5	5	5	5.00	
			Facilitates services during the faculty evaluation by students	10	300.00%	30	5	5	5	5.00	
			Entertains queries to walk-in clients and visitors	50%	150.00%	75%	5	5	5	5.00	
			Assists/helps facilitate IHR and Planning Workshop	1	100.00%	1	4	4	5	4.33	
			Assists/helps facilitate training	1	200.00%	2	5	4	5	4.67	
										4.897	
Average Rating			4.897			Comments and Recommendations for Development Purpose: <i>Highly commendable accomplishments. Keep up!</i>					
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING			4.897								
ADJECTIVAL RATING			Outstanding								

Evaluated by:

MARIA JULIET C. CENIZA  
Center Director

Date:

Approved:

OTHELLO B. CAPUNO  
Vice President for Research, Extension & Innovation

## PERFORMANCE MONITORING FORM

Name of Employee: PAMELA H. URDANET/

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Assists/helps facilitate training	Assisted/helped facilitate 2 trainings	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
2	Prepares permit to carry out	Prepared 10 permit to carry out	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
3	Efficient and customer friendly frontline service	Efficient and customer friendly frontline service, with no complaints	January 2020	June 2020	June 2020	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 200 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	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
5	Prepares of cash advance, liquidation of reimbursements	Prepared 60 advance, liquidation of reimbursements	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
6	Prepares Annual Procurement Plan	Prepared 11 Annual Procurement Plan	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
7	Prepares PDS, SALN	Prepared 12 PDS, SALN	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
8	Prepares MOA/MOUs for coconut contract/copra processors	Prepared 35 MOAs/MOUs for coconut contract/copra processors	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
9	Prepares DTR, PDS and other documents	Prepared 15 DTR, 1 PDS and other documents						
10	Prepares renewal of appointment	Prepared 25 renewal of appointment	January 2020		June 2020	Very Impressive	Very Satisfactory	
11	Photocopying/Scanning of various documents such as memorandum and other supporting documents	Photocopied/Scanned 75 various documents such as memorandum and other supporting documents	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
12	Arranges/books plane tickets	Arranged/books 3 plane tickets	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
13	Canvass supplies/materials	Canvassed supplies/materials						

14	Facilitates services during the faculty evaluation by students	Facilitated services during the faculty evaluation by students (30)	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
15	Entertains queries to walk-in clients and visitors	Entertained queries to walk-in clients and visitors	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
16	Assistsn/helps facilitate IRH and Planning Workshop	Assisted/help facilitate IHR AND Planning Workshop	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	

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

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

  
 MARIA JULIET C. CENIZA  
 Center Director





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

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
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						
Average Score						

Overall recommendation : Good performing employee. Keep up!

MARIA JULIET C. CENIZA  
Printed Name and Signature of Supervisor

# PERFORMANCE MONITORING & COACHING JOURNAL

January to June 2020

✓	1st	Q U A R T E R
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: NCRC-V

Name of Employee: PAMELA H. URDANETA

Head of Office: MARIA JULIET C. CENIZA

Number of Personnel: \_\_\_\_\_

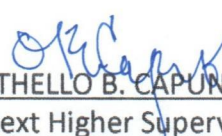
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Budget monitoring	✓	✓			
Coaching					
Coaching on the 5S of housekeeping in the office (Sort, set in order, shine standardize and sustain)	✓	✓			

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

Conducted by:

Noted by:

  
MARIA JULIET C. CENIZA  
 Immediate Supervisor

  
OTHELLO B. CAPUNO  
 Next Higher Supervisor



**EMPLOYEE DEVELOPMENT PLAN**  
**January to June 2020**

Name of Employee: PAMELA H. URDANETA  
Performance Rating: \_\_\_\_\_

Aim: To become an effective and efficient Administrative Aide worker

Proposed Interventions to Improve Performance:

Date: January 7, 2020 Target Date: January 30, 2020

First Step:

Enjoin her to review the 5s of housekeeping through online resources.

Result:

Further enhanced her knowledge in good housekeeping as applied in the office.

Date: Feb 3, 2020 Target Date: February 24, 2020

Next Step:

Put into practice good housekeeping skills in office settings:

- ☐ Sorting of office documents
- ☐ Set in order
- ☐ Shining or cleaning up the work area
- ☐ Standardize
- ☐ Sustain

Outcome: Clean and organized work place


Final Step/Recommendation:

Participate in office-related webinars on personal improvements

Prepared by:

  
MARIA JULIET C. CENIZA  
Director, NCRC-V

Conforme:

  
PAMELA H. URDANETA  
Name of Ratee