



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Pasa, Janet O.**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| Numerical Rating per IPCR | 4.92 | 70% | 3.44 |
| Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5.0 | 30% | 1.5 |
| TOTAL NUMERICAL RATING | | | 4.94 |

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING:

4.94

ADJECTIVAL RATING:

Outstanding

Prepared by:


PRECILA C. BELMONTE
Temp. Administrative Officer


Reviewed by:


MARLON M. TAMBIS/ EDGARDO. TULIN
Assistant Director/ Director

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA ^{oic} _{1/24/23}
VP for Res., Ext., & ₂₈ Innovation

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **JANET O. PASA**, Administrative Aide III of Philrootcrops accomplished the following targets in accordance with the indicated measures for the period July 1 to December 31, 2022.

Prepared by:

JANET O. PASA
Adm. Aide III/Ratee

Approved:

MARLON M. TAMBIS
Assistant Director

Approved:

EDGARDO E. TULIN
Director

| MFO & PAPs | Success/Performance Indicator (PI) | Task Assigned | Target | Actual Accomplishment | Rating | | | | Remark |
|---|---|---|--------|-----------------------|---------|------------|------------|---------|--------------------------|
| | | | | | Quality | Efficiency | Timeliness | Average | |
| OVPI MFO 1 Administrative and Facilitative Services | | | | | | | | | |
| | PI 1. Number of documents, reports and communications received, evaluated, facilitated and recorded | Facilitates submission of dept/center's letter requests to appropriate body | 45 | 201 | 5 | 5 | 5 | 5 | |
| | | Takes charge of internal and external communications and financial documents for signature and distribution to Center Director and external communications, memoranda, circular, etc. | 150 | 320 | 5 | 5 | 5 | 5 | |
| | | Receives, records, checks and countersigned various documents and facilitates signature of the head/assistant director/director | 200 | 500 | 5 | 5 | 5 | 5 | |
| | | Reports and communications filed | 150 | 260 | 5 | 5 | 5 | 5 | |
| | P1 2. Number of standard government and ISO forms received, attended and countersigned | Facilitates signature of other government forms from the dept./center for the signature of the dept. head/diretor/assistant director | 50 | 1050 | 5 | 5 | 5 | 5 | |
| | | Types Travel Order | 25 | 54 | 5 | 5 | 5 | 5 | |
| | | Types/assists in Application for Leave | 15 | 108 | 5 | 5 | 5 | 5 | |
| | | Assists/prepares DTR printing | 10 | 80 | 5 | 5 | 5 | 5 | PRCRTC Faculty and staff |
| | | Types TripTicket | 10 | 15 | 5 | 5 | 4 | 4.67 | |
| | PI 3. Number of financial documents typed | Types payrolls/vouchers (Job Orders) | 250 | 281 | 5 | 5 | 5 | 5 | |

| | | | | | | | | | |
|---|--|---|-----|-------------|---|---|---|------|---|
| | | Types honorarium of PhilRootcrops Staff | 20 | 30 | 5 | 5 | 5 | 5 | |
| | | Types reimbursement / replenishments / liquidations (supplies/travel/courier) | 20 | 56 | 5 | 5 | 5 | 5 | |
| | | Types payment vouchers and RIS (fuel) | 20 | 25 | 5 | 5 | 4 | 4.62 | |
| | | Types Cash Advances(supplies/travel) | 20 | 5 | 5 | 5 | 5 | 5 | |
| | | Types statement of fund releases to NCT cooperating stations | - | 2 | 5 | 4 | 4 | 4.33 | Liquidation of fund |
| PI 4. Number of Recommendations, contracts, appointments typed | | Types Recommendations of SRAs/Aides charged to PS | 4 | 8 | 5 | 5 | 5 | 5 | |
| | | Types Contracts of SRAs/Aides charged to PS | 4 | 8 | 5 | 5 | 5 | 5 | |
| | | Types Appointments of SRAs/Aides charged to PS | 4 | 8 | 5 | 5 | 5 | 5 | |
| | | Types Contracts of SRA/Aide/laborers/ welders charged to MOOE -Types Emergency Contracts/ Appointments of project based personnel | 25 | 35 | 5 | 5 | 5 | 5 | |
| | | Types Appointments for honorarium of PhilRootcrops staff | 15 | - | | | | | |
| | | Types Contracts J.O Workers and SRA in DAEEEx (March - June 2022) | 3 | - | | | | | Already accomplished for the period March 21 to June 15, 2022 |
| PI 5: Number of student forms/docs (Clearance, Overload, change of acad. Advisers, shifting forms, Report of Grade Completion, etc.) encoded, received, attended,prepared, reproduced and countersigned | | Facilitates signature of student forms | 10 | 20 | 5 | 5 | 4 | 4.67 | |
| | | Encodes and prints student forms and manuals prepares and reproduce ready for distribution (March - June 2022) | 10 | - | | | | | Already accomplished for the period March 21 to June 15, 2022 |
| | | Assists the dept. head, OJT Coordinator/Supervisor in facilitating OJTs and thesis needed forms (March-June 2022) | 20 | - | | | | | Already accomplished for the period March 21 to June 15, 2022 |
| PI 6. Number of Documents Controlled | | Controls ISO documents (Communications, Accomplishments, Contracts, Certifications, ect.) | 250 | 305 | 5 | 5 | 5 | 5 | |
| PI 7. Number of Subjects evaluated | | Acts as Evaluation facilitator of the Faculty evaluation | | | | | | | |
| OVPI MFO 2. Frontline Services | | | | | | | | | |
| | PI 1. Efficient and customer-frienly frontline service | Zero percent complaint from clients served | 0 | 0 complaint | 5 | 5 | 5 | 5 | |

| | | | | | | | | | |
|---------------------------------------|--|--|------|------|---|---|---|------|---|
| | Number of visitors received | Receives center visitors and refer them to appropriate office/Center personnel for assistance | 25 | 100 | 5 | 5 | 5 | 5 | |
| | Number of telephone calls answered | Telephone calls answered | 100 | 150 | 5 | 5 | 4 | 4-67 | |
| Best practices/new initiatives | | | | | | | | | |
| | 1. Performs other tasks that may be assigned from time to time | 1. DAEEx services rendered (March 21-June 14) Assists in the photocopying and printing services | 200 | - | | | | | Already accomplished for the period March 21 to June 15, 2022 |
| | 2. COVID-19 Pandemic | *observe social distancing *Washing of hands/putting disinfectant/alcohol *wearing of face masks | 100% | 100% | 5 | 5 | 5 | 5 | |
| | 3. Use of Logbook/Record Book | *Records documents (payroll, honorariums, leave applications, travel orders etc...) | 100% | 100% | 5 | 5 | 5 | 5 | |
| | 4. Document Tracking | *Types and prints barcode, release, receive and hold/return documents in HRIS System | 250 | 546 | 5 | 5 | 5 | 5 | |
| Total Over-all Rating | | | | | | | | | |

| | | |
|---|------|--|
| Average Rating (Total Over-all rating divided by 4) | | Comments & Recommendations for Development Purpose: To attend capability build up trainings regarding filing of documents |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | 4.92 | |
| ADJECTIVAL RATING | | |

Evaluated and Rated by:

EDGARDO E. TULIN

Director

Date: _____

MARLON M. TAMBIS

Assistant Director

Date: _____

Recommending Approval:

ROSA OPHELIA D. VELARDE

Director for Research

Date: Jan. 24, 2023

Approved:

MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

Date: Jan. 24, 2023

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: Janet O. Pasa

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 (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 | | | | |
| 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 | 55 | | | | |
| Average Score | 5 | | | | |

Overall recommendation : _____


MARLON M. TAMBIS/EDGARDO E. TULIN
 Assistant Director/Director

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Edgardo E. Tulin & Prof. Marlon M. Tambis**

Name of Personnel: **Janet O. Pasa**

| Activity Monitoring | MECHANISM | | | | Remarks |
|---|---|---|----------------------------|-----------------------|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring <u>1st Quarter</u> <u>2nd Quarter</u> a. Monitoring of the assigned office activities | One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e.g office document preparation | Meeting with staff under the Administrative Division to tackle issues (negative and positive feedback) of other PhilRootcrops personnel | memo to attend the meeting | | Negative feedback from concerned personnel were addressed Office procedures were properly followed |
| Coaching Coaching of staff on the proper procedure in doing the assigned tasks Encouraging the staff under the Administrative Division to attend learning and development such as training offered by the University | One-on-one coaching | Group coaching through meetings and even in group discussions | | | Positive response to the coaching activity, negative feedback on the assigned office activity were immediately addressed |
| Advising the staff to strictly follow the COVID-19 health protocols • As often as necessary | | | | | |

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

Conducted by:

Noted by:

PRECILA C. BELMONTE
Immediate Supervisor

MARLON M. TAMBIS / EDGARDO E. TULIN
Assistant Director/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JANET O. PASA**

Performance Rating: _____

Aim: To come up systematic office procedures in accordance to ISO standard for efficient client service satisfaction

Proposed Interventions to Improve Performance:

Date: July 1, 2022Target Date: Dec 31, 2022

First Step:

-
- Meeting and coaching of staff to come up with an effective office procedures e.g.; receiving of outside documents; receiving of in-house documents; recording of documents, database of documents (in Excel format) and use of office forms in accordance to ISO standard

Result:

-
- Outside documents received stamped with "Received" with date and signature of the receiver; numbered, photocopied and distributed to persons concerned
 - File copy properly filed
 - Inside documents properly checked prior to signature of the persons concerned
 - Typed requested and necessary office document (payroll, vouchers, etc.)
 - Started inputting documents in Excel format for recording purposes
 - Awareness of COVID-19
-

Date: January 1, 2023Target Date: June 30, 2023

Next Step:

Periodic monitoring of assigned jobs


 To attend related training on office procedures

Outcome: Documents properly documented, labeled and filed
Forms used for every document is in accordance to ISO standard

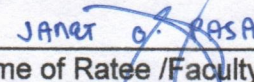
Final Step/Recommendation:

- To maintain performance and or exceed the current performance.
- To attend trainings on office procedures, computer programs manipulation and front line services, health and wellness and stress management.

Prepared by:

 **MARLON M. TAMBIS/EDGARDO E. TULIN**
Asst. Director/Director

Conforme:


Name of Ratee /Faculty/Staff