

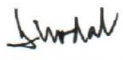
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JANUARY TO JUNE 2019

Name of Administrative Staff : **PAMELA H. URDANETA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.897	70%	3.428
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
			4.853

TOTAL NUMERICAL RATING :	<u>4.853</u>
Add: Additional Approved Points, if any :	<u>-</u>
TOTAL NUMERICAL RATING :	<u>4.853</u>
ADJECTIVAL RATING :	<u>Outstanding</u>

Prepared by:


PAMELA H. URDANETA
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Center Director

Approved:


OTHELLO B. CAPUNO
VP for Research & Extension



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, 2019.

[Signature]

PAMELA H. URDANETA
Admin. Aide VI

[Signature]
MARIA JOYET C. GENIZA
Director, NCRC-V
Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
8	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	NCRC-V Core Staff	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 prepared/processed (i.e. travel, payrolls, appointments, replenishments, PRs, RIS, fuel vouchers, trip tickets, PPMP, etc).	NCRC-V Core Staff, SRA/Aide, Admin Aide	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	100	5	5	5	5.00	
				Prepares cash advance, liquidations, reimbursements	30	50	5	5	5	5.00	
				Prepares Annual Procurement Plan (APP)	5	10	5	5	5	5.00	
				Prepares PDS, SALN	6	12	5	5	5	5.00	
				Prepares MOA/MOUs for coconut contract/copra processors	25	39	5	5	5	5.00	
				Prepares renewal of appointment	5	25	5	5	5	5.00	
				Photocopy documents such as memorandum and other supporting documents	50	80	5	5	5	5.00	
				Books/arranges plane tickets	10	20	5	5	5	5.00	



Visayas State University
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PAMELA H. URDANETA
Admin. Aide VI

MARIA JULIET C. CENIZA
Director, NCRC-V
Date: _____

MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
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	General Administration and Support Services (GASS)										
8	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	NCRC-V Core Staff	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 preapred/processed (i.e. travel, payrolls, appointments, replenishments, PRs, RIS, fuel vouchers, trip tickets, PPMP, etc).	NCRC-V Core Staff, SRA/Aide, Admin Aide	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	100	5	5	5	5.00	
				Prepares cash advance, liquidations, reimbursements	30	50	5	5	5	5.00	
				Prepares Annual Procurement Plan (APP)	5	10	5	5	5	5.00	
				Prepares PDS, SALN	6	12	5	5	5	5.00	
				Prepares MOA/MOUs for coconut contract/copra processors	25	39	5	5	5	5.00	
				Prepares renewal of appointment	5	25	5	5	5	5.00	
				Photocopy documents such as memorandum and other supporting documents	50	80	5	5	5	5.00	
				Books/arranges plane tickets	10	20	5	5	5	5.00	

				Facilitates services during the faculty evaluation by students	10	30	5	5	5	5.00	
				Entertains queries to walk-in clients and visitors	50%	70%	5	5	5	5.00	
				Assists/helps facilitate IHR and Planning Workshop	1	1	4	4	4	4.00	
				Assists/helps facilitate training	1	2	5	4	5	4.67	
										4.897	
Average Rating				4.897	Comments and Recommendations for Development Purpose: <i>Outstanding & very successful.</i>						
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING				4.897							
ADJECTIVAL RATING				Outstanding							

Evaluated by:

MARIA JOUET C. CENIZA
Center Director

Date: _____

Approved:

Othello B. Capuno
OTHELLO B. CAPUNO
Vice President for Research and Extension

Date: _____

PERFORMANCE MONITORING FORM

January to June 2019

Name of Employee: PAMELA H. URDANETA

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 and helps facilitate NCRC-V In-House Review and Workshop	Assisted and helped facilitate NCRC-V In-House Review and Workshop	January, 2019	May, 2019	June 20, 2019	Very Impressive	Very Satisfactory	
2.	Assists/helps facilitate training	Assisted/helped facilitate 2 trainings	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
3.	Prepares permit to carry out	Prepared 70 permit to carry out	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
4.	Efficient and customer friendly frontline service	Efficient and customer friendly frontline service, with no complaints	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
5.	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 155 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	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
6.	Prepares of cash advance, liquidation of reimbursements	Prepared 56 advance, liquidation of reimbursements	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
7.	Prepares Annual Procurement Plan (APP)	Prepared 15 Annual Procurement Plan (APP)	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
8.	Prepares PDS, SALN	Prepared 14 PDS, SALN	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
9.	Prepares MOA/MOUs for coconut contract/copra processors	Prepared 30 MOAs/MOUs for coconut contract/copra processors	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
10.	Prepares DTR, PDS and other documents	Prepared 15 DTR, 1 PDS and other documents	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
11.	Prepares renewal of appointment	Prepared 25 renewal of appointment	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
12.	Photocopying/Scanning of various documents such as memorandum and other supporting documents	Photocopied/Scanned 80 various documents such as memorandum and other supporting documents	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
13.	Arranges/books plane tickets	Arranged/books 15 plane tickets	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
14.	Canvass supplies/materials	Canvassed supplies/materials (28)	Jan 2019	June 2019	Jan-June 2019	Very Impressive	Very Satisfactory	
15.	Facilitates services during the faculty evaluation by students	Facilitated services during the faculty evaluation by students (35)	Jan 2019	June 2019	Jan & June 2019	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

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2019

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

Name of Officer : PAMELA H. URDANETA
Head of Section : MARIA JULIET C. CENIZA
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify	
	One-on-One	Group			
Monitoring Office budget balance	√	√			
Coaching Filing of office documents (Voucher, PR, RIS)	√	√			

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

Conducted by:

MARIA JULIET C. CENIZA
Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO
Next Higher Supervisor

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : **January - June 2019**Name of Staff : **PAMELA H. URDANETA**Position : **Administrative Aide VI**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements

A.	Commitment (both for subordinates and supervisors)	Scales				
1.	Demonstrate 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.	Suggest new ways to further improve her work and the services of the office to its clients	5	(4)	3	2	1
9.	Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	(5)	4	3	2	1
12.	Willing to be trained and developed	(5)				
Total Score						

B.	Leadership & Management (For supervisor only to be rated by higher supervisor)	Scale				
1.	Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
5.	Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
Total Score						
Average Score						

Overall recommendation :

MARIA JULIET C. CENIZA
Director, NCRC-V

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2019

Name of Employee: PAMELA H. URDANETA
Performance Rating: Outstanding

Aim: To mold the employee into an efficient, effective and outstanding Administrative Aide VI.

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

Date: February 1 2019 Target Date: March 12, 2019

First Step: _____
_____ Allow her to attend seminar/workshop/training that is relevant to her work.

Result: _____

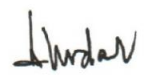
Had attend the ISO training.

Outcome: _____
Had working knowledge of the ISO system.

Prepared by:


MARIA JULIET C. CENIZA
Unit Head

Conform:


PAMELA H. URDANETA