



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **PAMELA POSAS ORAÑO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.472
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.428
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.9

ADJECTIVAL RATING: Outstanding

Prepared by:

PAMELA POSAS ORAÑO

Name of Staff

Reviewed by:

DR. EDITHA G. CAGASAN

Department/Office Head

Recommending Approval:

DR. EDITHA G. CAGASAN

Dean/Director


Approved:

EDGARDO E. TULIN

President

INDIVIDUAL PERFORMANCE ACCOMPLISHMENT & REVIEW FORM (IPAR)

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 July to Dec, 2022.


PAMELA P. ORANO
 RATEE
 Date: January 3, 2023


EDITHA G. CAGASAN
 Head of Unit

MFO No.	MFO Description	Success/Performance Indicator (PI)	Target for 2022	Actual Accomplishments		Rating				Remarks
				Actual	%	Q	E	T	A	
UMFO 5	Support to Operations									
	QAC PI 2. ISO:9001-2015 Certified									
	QAC PI 4. Administrative Service									
		Number of dDRC and alternate dDRC monitored	100	115	115	5	5	5	5	
		Number of GL, PM, FM monitored	350	687	196.2857	5	5	5	5	
		Number of New PMS, FMS, GLs. TPs distributed	5	13	260	5	5	4	4.666667	
		Number of Revised PMS, QMS, GLs and FMs distributed	15	50	333.3333	5	5	5	5	
		Number of Document Requisition Form acted	1	5	500	5	4	5	4.666667	
		Number of QRM reviewed and scanned	50	100	200	5	5	5	5	
		Number of Internal and External Masterlist updated	1	2	200	5	5	5	5	

		Number of meetings/ workshops/training facilitated and attended (AACCU, ISO, etc)	1	11	1100	5	5	5	5	
		Number of OPCR/IPCR, DTR , Leave applications,	4	15	375	5	5	4	4.666667	
		Number of Document Review Form prepared for Document Review	40	46	115	5	5	5	5	
		Number of communication prepared	5	10	200	5	5	5	5	
	QAC PI 5. Support to Operations									
		Number of PMs and GLs and Forms document reviewed	5	24	480	5	5	5	5	
		Number of PMs , GLs and Forms revised	2	5	100	5	5	5	5	
		No. of ISO-related orientation conducted	1	3	60	5	5	5	5	
		Number of ISO quality audit attended 1(InTERNAL)	1	1	20	5	5	5	5	
		Number of NCs and GOOI acted	1	4	80	5	5	5	5	
	QAC PI 6. Efficient customer friendly assistance	Efficient and customer- friendly frontline service	Zero complaint from clients	100	100	5	5	5	5	
Total Overall Rating										74.3333333
Average Rating										4.95555556
Adjectival Rating										Outstanding

Average Rating (Total Over-all rating divided by 4)		4.96
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Keep up the good work
& the good relationship w/
ddRCs under you.

Evaluated & Rated by:



EDITHA G. CAGASAN
Director, Quality Assurance
Date: 1/3/23

Recommending Approval:



EDITHA G. CAGASAN
Director, Quality Assurance
Date: 1/3/23

Approved by:



EDGARDO E. TULIN
VSU President
Date: 1/5/23

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2022

Name of Staff: **Pamela P. Orano**

Position: **Administrative Aide VI/ UDRC**

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		58				

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		23				
Average Score		4.76				

Overall recommendation:

Keep up the good work


EDITHA G. CAGASAN 1/3/23
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

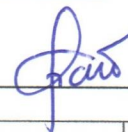
	1st	Q U A R T E R
	2nd	
X	3rd	
X	4th	

Name of Office: Office of the Director for Quality Assurance

Head of Office: EDITHA G. CAGASAN

Name of Personnel: Pamela P. Oraño

Signature: _____



Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Procedure Manuals, Guidelines, Forms and TPs reviewed, approved and distributed	x	x			
Preparation of draft of OPCR/IPCR/DTRs	x				
Preparing/receiving communications	x				
Photocopying/Scanning/Releasing of ISO documents to support accreditation and ISO activities	x				
Facilitating the conduct of meetings/workshop/ writeshops, benchmarking activities, and orientations (for ISO, AACCUP, etc.)	x	x			
Provide frontline service for ODQA clients	x				
Coaching					
Procedure Manuals, Guidelines, Forms and TPs reviewed and approved	x				
Drafting of Communication Related to ISO (DRC)	x				
Preparation of OPCR and IPCR drafts	x				
Facilitating the conduct of meetings/workshop/ writeshops, benchmarking activities, and orientations (for ISO, AACCUP, CHED ISA, etc.)	x				

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

Conducted by:


EDITHA G. CAGASAN
ODQA Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PAMELA P. ORAÑO

Performance Rating: 4.95 Outstanding

Aim: Enhanced knowledge and skill on document management and facilitation skills and Internal Quality Audit

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: August 2022

First Step: Discussion on specific skill/ competency more on document management needing improvement and Internal Quality Audit

Discussion on the processes on how to effectively facilitate meetings and workshops

Result: Improvement in the process of document control, recording and retrieval
Improvement in the facilitation / Preside meetings / workshops/

Date: July 2022

Target Date: December 2022

Next Step: Send her to training/seminar related to ISO document management /Internal Quality Audit Trainings

Involve her in the conduct of meetings by encouraging her to perform the task.

Discussion on the processes on how to effectively distribute internal documented information

Outcome: Increase efficiency and effectiveness in document management

Improve competence in handling meetings

Improve distribution process

Knows how to conduct Internal Quality Audit


Final Step/Recommendation:

Continue capability enhancement through mentoring/coaching and sending her to trainings and seminars.

Prepared by:


EDITHA G. CAGASAN
Unit Head

Conforme:


PAMELA P. ORAÑO
Name of Ratee Faculty/Staff