



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **VANESSA MAY B. MILAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: 4.77

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.77


FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:



VANESSA MAY B. MILAN
Name of Staff


JEROME O. ARRIBADO
Director, Eco-FARMI

Recommending Approval:



ROSA OPHELIA D. VELARDE
Director for Research


Approved:


DENNIS P. PEQUE
VP for REI

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VANESSA MAY B. MILAN, an administrative staff of the **Ecological Farm Resources and Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following **accomplishment** in accordance with the indicated measures for the period **August 2023 to December 2023**.

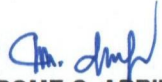

VANESSA MAY B. MILAN
 Ratee
 Date: Jan 4, 2024

Approved: 
JEROME O. ARRIBADO
 Unit Head
 Date: Jan. 8, 2024


MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timelines	Average	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as support staff.	zero% non-conformity	100% compliant	5	5	5	5	
		On program accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5	
		On institutional accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5	

UMFO 6. General Admin. & Support Services (GASS)									
<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Entertains clients and stakeholders and ensure that their concerns are acted to by faculty concerned and helps facilitate the implementation of Instruction and RDE programs of EcoFARMI	100% compliant	100% compliant	5	5	4	4.67	
		Provides support services and assistance in the operation of the administrative function of EcoFARMI, and performs other related tasks as maybe assigned from time to time	100% compliant	100% compliant	5	5	4	4.67	
<u>PI 3:</u> Additional Outputs	No. of documents (administrative/financial, projects, and incoming) effectively acted	Prepares/processess administrative documents (OIC Recommendation, Recommendation & Appointment of Project/Study Leader and Project Staff, Leaves, Contract of Service, etc.)	10	34	4	5	5	4.67	Communications/ Recommendations / Certifications - 28 , Notice of Meetings - 5, QRM - 1
		and financial documents (Cash Advance, Replenishments, CA Liquidation, Payroll, Travel, Travel Request, RIS, Purchase Request, etc.).	10	81	5	5	5	5	Job requests - 8, Cash advance - 1, Liquidation - 5, Replenishment - 12, Travel Order - 18, Trip Ticket 5, Reimbursement - 1, Per diem -4, RIS - 6, Fund transfer - 2, PPMPs - 7, PRs - 12
		Prepares the Institute's Minutes of Meeting	5	5	5	5	4	4.67	
	No. of SPMS documents evaluated and signed	Encodes/prepares OPCR/IPCR of the Insitute and its administrative staff	6	8	5	4	5	4.67	
Total Over-all Rating								43.35	
Average Rating								4.82	
Adjectival Rating								0	

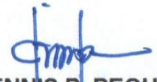
Evaluated and rated by:


JEROME O. ARRIBADO
Director Eco-FARMI
Date: Jan. 8, 2024

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director, Research
Date: Jan. 17, 2024

Approved by:


DENNIS P. PEQUE
Vice President for Research,
Extension and Innovation
Date: Jan. 17, 2024

Comments and Recommendation for
Development Purpose:

Attend training related to administrative
and support services.

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: August-December 2023

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

Name of Employee : **VANESSA MAY B. MILAN**

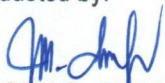
Head of Office : **JEROME O. ARRIBADO**

Number of Personnel: 1


Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring Meeting and discussion update of the monthly accomplishments		July 4, 2023 Aug. 2, 2023 Sept. 15, 2023 Oct. 12, 2023 Nov. 15, 2023, Dec. 14, 2023				
Meeting and discussion of the Eco-FARMI Planning Forms and		December 20, 2023				
Coaching Preparation of documents/ reports and keeping of records according to standard	01-Aug-23					
Conducted consultations	3rd quarter and 4th quarter of 2023					

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

Conducted by:


JEROME O. ARRIBADO
Immediate Supervisor

Noted by:


DENNIS P. PEQUE
Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2023**

Name of Staff: **VANESSA MAY B. MILAN**

Position: **ADMINISTRATIVE AIDE IV**

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		50				

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		4.07				

Overall recommendation

: Continue supporting the faculty and ~~support~~^{staff} of the Institute and organizing our files for easy retrieval.



JEROME O. ARRIBADO
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN
Rating Period: August-December 2023

Name of Employee : VANESSA MAY B. MILAN

Performance Rating:

Aim: To be efficient in performing administrative tasks and any given tasks.

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

Date: August 2023 **Target Date:** within the 3rd quarter of 2023

First Step:

Allow involvement and participation in Institute or OVPREI level meetings/training/workshops/ seminars

Result:

Attendance at meetings, seminars, training or workshops that will provide new knowledge in administrative functions

Date: November 2023 **Target Date:** within the 4th quarter of 2023

Next Step:

The filing, record keeping and processing of documents were in line with the procedure and guidelines of the institute.

Outcome:

Improved record keeping and preparing of documents in accordance with the procedure

Final Step/Recommendation:

N/A

Prepared by:


JEROME O. ARRIBADO

Unit Head

Conforme:


VANESSA MAY B. MILAN

Name of Ratee