



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.98

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.98**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

PRECILA C. BELMONTE
Temp. Administrative Officer

12/3/24

Reviewed by:

MARLON M. TAMBIS/ ALAN B. LORETO
Assistant Director/ Director

12/3/24

Approved:

SANTIAGO T. PEÑA JR.
VP for Res., Ext., &
Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **JANET O. PASA**, Administrative Aide III of the Philrootcrops accomplished the following targets in accordance with the indicated measures for the period January 1 to June 30, 2024.

Prepared by:

Approved:

JANET O. PASA
Adm. Aide/III/Ratee

ALAN B. LORETO
Director

MFO & PAPs	Success/Performance Indicator (PI)	Task Assigned	Target (January - December 2024)	Actual Accomplishment (January - June 2024)	Rating				Remarks
					Q1	E2	T3	A4	
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	141	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	1223	5	5	5	5	
		Receives, records, checks and countersigned various documents and facilitates signature of the head/assistant director/director	200	952	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	206	5	5	5	5	
		Types Travel Order	25	32	5	5	5	5	
		Types/assists in Application for Leave	15	104	5	5	5	5	
		Assists/prepares DTR printing	10	70	5	5	5	5	DTR for the month of December 2023-May 2024
		Types TripTicket	5	11	5	5	5	5	
		Types communications (OIC letter, request, etc...)	30	36	5	5	5	5	
	Pl 3. Number of financial documents typed	Types payrolls/vouchers (Job Orders)	250	327	5	5	5	5	
		Types honorarium Vouchers of PhilRootcrops Staff and other agencies	10	5	5	5	5	5	
		Types reimbursement / replenishments (supplies/travel/courier)	20	31	5	5	5	5	
		Types Purchase Request, PCV, RPPCV, Inspections and Acceptance Report, etc...	150	231	5	5	5	5	
		Number of PCV and RPPCV controlled	75	139	5	5	5	5	
		Types liquidations (supplies/travel/courier)	10	—					to be accomplish for the period July - December 2024
		Types payment vouchers and RIS (fuel)	5	5	5	5	9	4.67	
		Types Cash Advances (supplies/travel)	10	9	5	5	9	4.67	

		Types vouchers for fund transfer to NCT cooperating stations	5	—					No MOA signed yet
		Types statement of fund releases to NCT cooperating stations	5	—					No MOA signed yet
	PI 4. Number of Recommendations, contracts, appointments typed	Types Recommendations of SRAs/Aides charged to PS and casual employees	5	8	5	5	5	5	
		Types Contracts of SRAs/Aides charged to PS	5	8	5	5	5	5	
		Types Contracts of SRA/Aide charged to MOOE	25	26	5	5	5	5	
		Types Contracts and Emergency Appointments of Clerks, Temp. AO, Laborers, Welders, Painter, etc...	30	72	5	5	5	5	
		Types Appointments (with/without honorarium) of PhilRootcrops staff & NCT stations	15	—					to be accomplish for the period July - December 2024
	P1 5: Number of Casual and Contractual Employees assisted for appointment and renewal	Types and prints PDS, PDF, Oath of Office, Assumption of Duty and checklist for appointment and renewal	15	50	5	5	5	5	
	P1 6: 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	5	5	5	5	5	5	
	PI 7. Number of Documents Controlled	Controls ISO documents (Communications, Accomplishments, Contracts, Certifications, ect.)	200	373	5	5	5	5	

	PI 8: Number of document tracking codes made and printed	Prints barcode for easy tracking of documents	300	600	5	5	5	5	
	PI 9. 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	100%	100%	5	5	5	5	
	Number of visitors received	Receives center visitors and refer them to appropriate office/Center personnel for assistance	15	20	5	5	5	5	
		Assist in serving snacks to visitors/meetings	5	5	5	5	4	4.25	
	Number of telephone calls	Telephone calls received/ answered	100	150	5	5	5	5	
Best practices/new initiatives									
	Use of Database(MS Excel)/ Logbook/Record book	Records documents using record book and MS Excel for easy tracking of documents made/received/released (Communications, Payroll, Honorariums, Leave applications, Travel orders, etc..)	100%	100%	5	5	5	5	
	Other Resources	Uses the back of scratched papers for printing of payrolls, vouchers, ORS/BURS, purchase request, liquidations, etc...	100%	100%	5	5	5	5	
	Messengerial / Utility Jobs	Maintains cleanliness and orderliness of the office and performs messengerial jobs as the need arises	90%	90%	5	5	5	5	

	Do other duties	Takes charge in other responsibilities when the incharge is on leave or on travel	90%	90%	5	5	5	5	
Total Over-all Rating								189.01	

Average Rating (Total Over-all rating divided by 4)	4.97	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.97	
ADJECTIVAL RATING	outstanding	

Comments & Recommendations for Development Purpose:


to attend training/seminars on filing of documents.

Evaluated and Rated by:



ALAN B. LORETO
 Director
 Date: 12/3/24


MARLON M. TAMBIS
 Assistant Director
 Date: 12/2/24

Recommending Approval:


IVY C. EMNACE
 Director for Research
 Date: 12/9/24

Approved:


SANTIAGO T. PEÑA, JR.
 VP for Research, Extension & Innovation
 Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **PhilRootcrops**

Head of Office: **Prof. Alan B. Loreto & Prof. Marlon M. Tambis**

Name of Personnel: **Janet C. 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

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

Conducted by:

PRECILA C. BELMONTE
Immediate Supervisor

Noted by:

MARLON M. TAMBIS / ALAN B. LORETO
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: January 1, 2024Target Date: June 30, 2024

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
-

Date: July 1, 2024Target Date: Dec 31, 2024

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/ALAN B. LORETO
Asst. Director/Director

Conforme:

JANET PASA
Name of Ratee / Faculty / Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

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

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		55				
Average Score		5.0				
Overall recommendation:						


ALAN B. LORETO
 Director