

VISAYAS STATE UNIVERSITY
Baybay City, Leyte

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2018

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

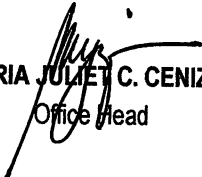
| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (4) |
|---|--------------------------|-----------------------------|---------------------------------------|
| 1. Numerical Rating per IPCR | 4.933 | 70% | 3.453 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.940 4.91 | 30% | 1.482 1.473 |
| | | | (4.935) |

TOTAL NUMERICAL RATING : 4.926
Add: Additional Approved Points, if any : (4.935) ✓
TOTAL NUMERICAL RATING : (4.935) 4.926 ✓
ADJECTIVAL RATING : Outstanding

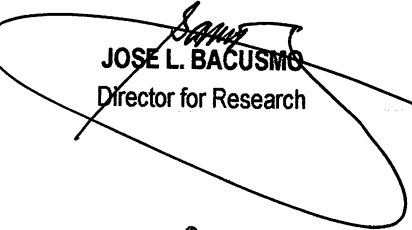
Prepared by:


PAMELA H. URDANETA
Name of Staff


Reviewed by:


MARIA JULIET C. CENIZA
Office Head

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
Vice President for Research & Extension

THE STATE OF TEXAS
COUNTY OF DALLAS

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 20____.

| | | | |
|---|-------------------------|-------------------------|-------------------------|
| Notary Public in and for the State of Texas | My Commission Expires | My Office is located at | My Commission No. |
| My Office is located at | My Office is located at | My Office is located at | My Office is located at |
| My Office is located at | My Office is located at | My Office is located at | My Office is located at |
| My Office is located at | My Office is located at | My Office is located at | My Office is located at |
| My Office is located at | My Office is located at | My Office is located at | My Office is located at |

Notary Public in and for the State of Texas

My Commission Expires

My Office is located at

My Commission No.

Notary Public in and for the State of Texas

My Commission Expires

My Office is located at

My Office is located at

My Office is located at

My Office is located at

My Office is located at

My Office is located at

My Office is located at



Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, PAMELA H. URDANETA, Administrative Aide IV 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, 2018.

PAMELA H. URDANETA

Administrative Aide VI

Date: _____

MARIA JULIET C. CENIZA

Director, NCRC-V

Date: _____

Date: _____

| MFO No. | MFO Description | Success Indicator (SI) | Task Assigned | Target | Actual Accomplishment | Rating | | | | Remark |
|--|--|--|---------------|--------|-----------------------|---------|------------|------------|---------|--------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| UMFO 3. Research Services | | | | | | | | | | |
| NCRCMFO 1. Research Activities | | | | | | | | | | |
| | PI 2. Number of research outputs presented in regional/ national/ int'l fora/conferences | | | | | | | | | |
| | In institutional fora/conferences | Assists and helps facilitate NCRC-V In-House Review and Workshop | | | | | | | | |
| UMFO4. Extension/Production Services | | | | | | | | | | |
| NCRC MFO 1. Extension Activities | | | | | | | | | | |
| | PI 1. Number of person-days trained weighted by length of training | Assists/helps facilitate training | 1 | 2 | 5 | 5 | 5 | 5.00 | | |
| NCRC MFO 2. Production Activities | | | | | | | | | | |
| | PI 2. Number of STF/IGPs monitored, supervised and managed | | | | | | | | | |
| | Preparation of documents | Prepares permit to carry out NCRC-V product | 50 | 100 | 5 | 5 | 5 | 5.00 | | |
| UMFO 6. General Administration and Support Services (GASS) | | | | | | | | | | |
| NCRC MFO 1. Administrative and Facilitative Services | | | | | | | | | | |
| | PI 5: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted | | | | | | | | | |
| | Efficient and customer friendly frontline service | Entertains queries to walk-in clients and visitor | 50% | 100% | 5 | 5 | 5 | 5.00 | | |

| | | | | | | | | | |
|-----------------------|---|---|----|-----|---|---|---|-------|--|
| | PI9: Additional Outputs | | | | | | | | |
| | Efficient office management and maintenance | | | | | | | | |
| | Documents preparation | Prepares Vouchers, Trip tickets, Travel Order, RIS, Itinerary of Travel, CTC, DTR/CSR, Payrolls, Pos, RFQ, PR, Job Request, ORS/BURS, Application for Leave, VAT and others | 50 | 150 | 5 | 5 | 5 | 5.00 | |
| | | Prepares cash advance, liquidations, reimbursements | 30 | 50 | 5 | 5 | 5 | 5.00 | |
| | | Preparation of Annual Procurement Plan (APP) | 5 | 15 | 5 | 5 | 5 | 5.00 | |
| | | Prepares PDS, SALN | 14 | 14 | 3 | 5 | 5 | 4.33 | |
| | | Prepares MOA/MOUs for coconut contract/copra processors | 25 | 30 | 5 | 5 | 5 | 5.00 | |
| | | Prepares DTR, PDS and other documents | 6 | 15 | 5 | 5 | 5 | 5.00 | |
| | | Prepares Renewal of Appointment | 5 | 23 | 5 | 5 | 5 | 5.00 | |
| | Photocopying/Scanning Services | Photocopying of various documents such as memorandum and other supporting documents | 50 | 85 | 5 | 5 | 5 | 5.00 | |
| | Booking Services | Books/arranges plane tickets | 10 | 18 | 5 | 5 | 5 | 5.00 | |
| | Canvassing Services | Canvass supplies/materials | 10 | 25 | 5 | 5 | 5 | 5.00 | |
| | Facilitator | Facilitates services during the faculty evaluation by students | 10 | 30 | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | | | | | |
| Average Rating | | | | | | | | 74.00 | |
| Adjectival Rating | | | | | | | | 4.933 | |
| | | | | | | | | 0 | |

Evaluated & Rated by::

MARIA JULIET C. CENIZA
Dep/Unit Head

Approved:

OTHELLO B. CAPUNO
Vice President OVPRE

Comments & Recommendations for Development Purpose:

Very efficient. Achieved the targets. for staff development.

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January - June 2018Name of Staff : PAMELA H. URDANETAPosition : 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 | | | | | |
| 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 | | 54 | | | | |
| Average Score | | 4.71 | | | | |

Overall recommendation :

MARIA JULIET C. CENIZA
Director, NCRC-V

PERFORMANCE MONITORING FORM

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 | | | | | | |
| 2. | Assists/helps facilitate training | Assisted/helped facilitate 2 trainings | January 2018 | June 2018 | June 2018 | Very Impressive | Very Satisfactory | |
| 3. | Prepares permit to carry out | Prepared 100 permit to carry out | January 2018 | June 2018 | June 2018 | Very Impressive | Very Satisfactory | |
| 4. | Efficient and customer friendly frontline service | Efficient and customer friendly frontline service, with no complaints | January 2018 | June 2018 | June 2018 | 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 100 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. | January 2018 | June 2018 | June 2018 | Very Impressive | Very Satisfactory | |
| 6. | Prepares of cash advance, liquidation of reimbursements | Prepared 50 advance, liquidation of reimbursements | January 2018 | June 2018 | June 2018 | Very Impressive | Very Satisfactory | |
| 7. | Prepares Annual Procurement Plan (APP) | Prepared 10 Annual Procurement Plan (APP) | January 2018 | June 2018 | June 2018 | Very Impressive | Very Satisfactory | |
| 8. | Prepares PDS, SALN | Prepared 14 PDS, SALN | January 2018 | June 2018 | June 2018 | Very Impressive | Very Satisfactory | |
| 9. | Prepares MOA/MOUs for coconut contract/copra processors | Prepared 30 MOAs/MOUs for coconut contract/copra processors | January 2018 | June 2018 | June 2018 | Very Impressive | Very Satisfactory | |
| 10. | Prepares DTR, PDS and other documents | Prepared 12 DTR, 1 PDS and other documents | | | | | | |
| 11. | Prepares renewal of appointment | Prepared 23 renewal of appointment | | | | | | |
| 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 | January 2018 | June 2018 | June 2018 | Very Impressive | Very Satisfactory | |
| 13. | Arranges/books plane tickets | Arranged/books 20 plane tickets | January 2018 | June 2018 | June 2018 | Very Impressive | Very Satisfactory | |
| 14. | Canvass supplies/materials | Canvassed supplies/materials (20) | January 2018 | June 2018 | June 2018 | Very Impressive | Very Satisfactory | |
| 15. | Facilitates services during the faculty evaluation by students | Facilitated services during the faculty evaluation by students (30) | January 2018 | June 2018 | June 2018 | Very Impressive | Very Satisfactory | |

* Either very impressive, impressive, needs improvement, poor, very poor

MARIA JULIET C. CENIZA
Director, NCRC-V

1944

100

100

100

[illegible]

1. *Chlorophyll a* and *Chlorophyll b* content were determined using a spectrophotometer (Shimadzu UV-1601) at 663 nm and 646 nm, respectively. The total chlorophyll content was calculated using the following formula: $\text{Total Chlorophyll} = \frac{1}{22.2} \times \text{Chlorophyll a} + \frac{1}{22.2} \times \text{Chlorophyll b}$.

Journal of Management Education 30(6)

1. The first step in the process is to identify the problem. This involves gathering information about the situation and understanding the needs of the stakeholders involved.

1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice" and "The Hon. Mr. Justice".

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

100

100

100

[illegible][illegible]

1990

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January - June 2016

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

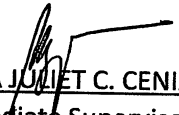
Name of Officer : PAMELA H. URDANETA
 Head of Office : MARIA JULIET C. CENIZA
 Number of Personnel: 1


| Activity Monitoring | MECHANISM | | | | | Remarks |
|---|------------|---------------|------|-----------------------|--|---------|
| | Meeting | | Memo | Others (Pls. Specify) | | |
| | One-on-One | Group | | | | |
| Monitoring Preparation of office documents and reports | | Jan. 5, 2018 | | | | |
| Coaching Processing and submission of documents/reports | | June 15, 2018 | | | | |

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

Conducted by:

Noted by:


 MARIA JULIET C. CENIZA
 Immediate Supervisor


 OTHELLO B. CAPUNO
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

© 1994

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2018

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

Aim: To develop the skills and knowledge required to perform effectively the function of an Administrative Aide VI staff

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

Date: January 11, 2018 **Target Date:** 1st Quarter 2018

First Step:

Review duties and responsibilities of an Administrative Aide VI position

Seek training relative to Administrative work

Result:

Develop strategies to improve performance services.

Date: May 15, 2018 **Target Date:** 2nd Quarter

Next Step:

Seek out strategies to improve customer service through trainings and seminars

Outcome:

Improve and effective customers services skills (internal and external)

Final Step/Recommendation:

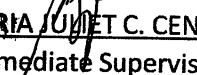
To attend trainings related to our work that will help improved our performance as Administrative Aide in the office.

Prepared by:

Conforme:



PAMELA H. URDANETA


MARIA JULIET C. CENIZA
Immediate Supervisor

STANDARD OPERATING PROCEDURE
FOR THE MANAGEMENT OF THE
FACILITY

1. The purpose of this document is to provide a clear and concise description of the standard operating procedures for the management of the facility.

2. This document is intended to be used by all personnel who are responsible for the management of the facility.

3. The standard operating procedures for the management of the facility are as follows:

4. The first standard operating procedure is to ensure that all personnel are properly trained and qualified to perform their duties.

5. The second standard operating procedure is to ensure that all equipment is properly maintained and calibrated.

6. The third standard operating procedure is to ensure that all data is properly recorded and analyzed.

7. The fourth standard operating procedure is to ensure that all safety protocols are strictly followed.

8. The fifth standard operating procedure is to ensure that all quality control measures are properly implemented.

9. The sixth standard operating procedure is to ensure that all customer service standards are met.

10. The seventh standard operating procedure is to ensure that all financial records are properly maintained.

11. The eighth standard operating procedure is to ensure that all environmental regulations are followed.

12. The ninth standard operating procedure is to ensure that all legal requirements are met.