Annex P

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	91 ~~4.940~~	30%	4.73 ~~1.482~~
			(4.935) 4.926

TOTAL NUMERICAL RATING : 4.926 (**4.935**)
Add: Additional Approved Points, if any : -
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

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: _____

MFO No.	MFO Descrip-tion	Success Indicator (SI)	Task Assigned	Target	Actual Accom-plishment	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	

	PI 9: 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								74.00	
Average Rating								4.933	
Adjectival Rating								O	

Evaluated & Rated by::

MARIA JULIET C. CENIZA
Dept/Unit Head

Approved:

OTHELLO B. CAPUNO
Vice President OVPRE

Comments & Recommendations for Development Purpose:
very efficient. Achieved the targets. for staff development.

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : **January - June 2018**

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					
		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	5	4			
		Average Score	4.71				

N/A

Overall recommendation :

MARIA JULIET C. CENIZA
Director, NCRC-V

Exhibit I

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

Exhibit G

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

√	1st	QUARTER
√	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:

MARIA JULIET C. CENIZA
Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

Exhibit L

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:

MARIA JULIET C. CENIZA
Immediate Supervisor

Conforme:

PAMELA H. URDANETA

PAMELA GROSSMAN