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)
Numerical Rating per IPCR	4.933	70%	3.453
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4,940	30%	413 1.482
			(4.935)

4.926

TOTAL NUMERICAL RATING

Add: Additional Approved Points, if any :

TOTAL NUMERICAL RATING

4.926 (4.935)

11 5/01 ,

ADJECTIVAL RATING

Outstanding

(4.935)

Prepared by:

PAMELA H. URDANETA

Name of Staff

Reviewed by:

IARIA JULIET C. CENI

Recommending Approval:

JOSE L. BACUSMO

Director for Research

Approved:

Vice President for Research & Extension

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Visayas State University NATIONAL COCONUT RESEARCH CENTER - VISAYAS

Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, <u>PAMELA H. URDANETA</u>. 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

PAMELA H. URDANETA
Administrative Aide VI

Date: ____

2 2 2 3

MARIA JULIET C. CENIZA

Director, NCRC-V

Date:

The same of the sa					Date.					
AMEG NI	MFO						F	ating		
MFO No.	Descrip- tion	Success Indicator (SI)	Task Assigned	Target	Actual Accom-	Quality	Efficiency	Timeliness	Average	Remark
UMFO 3. Resear						0	置	崖	Á	
NCRCMFC	01. Researc	h Activities								The second secon
	fora/conferer					***************************************				
		institutional fora/conferences	Assists and helps facilitate NCRC-V In-House Review and Workshop			NOTEROSCOLOS ASSESSOS	***************************************			
UMFO4. Extensi	ion/Production	on Services					***************************************			
NCRC MF	O 1. Extensi	on 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 MF	0 2. Product	ion Activities								
	PI 2. Number	of STF/IGPs monitored, supervised and managed								The state of the s
	Pre	paration of documents	Prepares permit to carry out NCRC-V product		100					
UMFO 6. Genera	al Administra	tion and Support Services (GASS)	i spenie to stary sucressive y product	50	100	5	5	5	5.00	
NCRC MFC	O 1. Administ	rative and Facilitative Services								
	customer frie	r of frontline services monitored and ensured to be ndly & efficient and citizens charter posted								
	Effi	cient and customer friendly frontline service	Entertains queries to walk-in clients and visitor	50%	100%	5	5	5	5.00	

Pl 9: Additional Outputs		Т	T					
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	
Photocopying/Scanning Services	Prepares Renewal of Appointment	5	23	5	5	5	5.00	
Booking Services	Photocopying of various documents such as memorandum and other supporting documents	50	85	5	5	5	5.00	
Canvassing Services	Books/arranges plane tickets	10	18	5	5	5	5.00	
Facilitator	Canvass supplies/materials	10	25	5	5	5	5.00	
l Over-all Rating	Facilitates services during the faculty evaluation by students	10	30	5	5	5	5.00	
age Rating						\neg	74.00	
ctival 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:
buy efficient. Achieved the targets. For staff development.

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January - June 2018

Name of Staff: PAMELA H. URDANETA

A. Commitment (both for subordinates and supervisors

Position: Administrative Aide VI

Scales

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

			1			•		
	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	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.	3	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	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.	(3)	4	3	2	1	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	1
П	7.	Keeps accurate records of her work which is easily retrievable when needed	(5)	4	- 3	2	1	1
	8.	Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1	1
e and a second	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.	E) 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.	(3)	4	3	2	1	
	11.	Accepts objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	(3)	4	3	2	1	
	12	Willing to be trained and developed						
		Total Score] .
B. L	.eade	rship & Management (For supervisor only to be rated by higher supervisor)	$\overline{\mathcal{L}}$		Scale			l
e settano e e	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	(9)	4	3	2	1	
	4	Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	1	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.	0	4	3	2	1	ر
	·	Total Score	5	1				
1	1	Average Score	4.	71				i

Overall recommendation :

MARIA, JULIET C. CENIZA
Director, NCRC-V

N/A

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PERFORMANCE MONITORING FORM

Name of Employee: PAMELA H. URDANETA

Task				 Г			·	ن
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		·			or output	recommendation
2.	Assists/helps facilitate training	Assisted/helped facilitate 2 trainings	January 2018	June 2018	h 0040			
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	<u> </u>		June 2018	Very Impressive	Very Satisfactory	
		Ino complaints	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
	Ittinerary of Travel, CTC, DTR/CSR, Payrolls, POs,	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	
	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				
8.		Prepared 14 PDS, SALN			June 2018	Very Impressive	Very Satisfactory	
9.	D 14049494	Prepared 30 MOAs/MOUs for coconut	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
	processors	contract/copra processors	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	-
	Prepares DTR, PDS and other documents	Prepared 12 DTR, 1 PDS and other documents						
	Prepares renewal of appointment	Prepared 23 renewal of appointment						
12	Photocopying/Scanning of various documents such as	Photocopied/Scanned 80 various documents such as memorandum and other supporting documents	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory	
13.		Arranged/books 20 plane tickets	January 2018	h 2040				
14.	A	Canvassed supplies/materials (20)		June 2018	June 2018	Very Impressive	Very Satisfactory	
15.	Facilitates services during the faculty evaluation by	Facilitated services during the faculty evaluation by	January 2018	June 2018	June 2018	Very Impressive	Very Satisfactory .	
!	advida a la	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

. K. Mr. X. S 3000 34/4 ¥.M.

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

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٧	2nd	A
	3rd	R T
	4th	E R

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

Number of Personnel: 1

		MEC	HANISM			
Activity Monitoring	Meeting			Others	ers (Pls.	Remarks
	One-on-One	Group	Memo	Spe	•	
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:

Immediate Supervisor

Next Higher Supervisor

cc: OVPI ODAHRD PRPEO

PERFORMANCE INFORMATION HAS CONCIONED CONTRACTOR

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Name of Office 1: PAMELA H. URLLANETA Resid of Office 13: MARIA JULIET C. CLANEA

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	raparation of office decirences no reports								
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EMPLOYEE DEVELOPMENT PLAN Rating Period: January - June 2018

PAMELA H. URDANETA

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ating :			_ _
To develop of an Adm	the skills and know inistrative Aide VI s	wledge required to staff	perform effectively the function
ventions to l responsibilit	mprove Performar ies:	nce and/or Compe	tence and Qualification to
January 11	, 2018	Target Date:	1st Quarter 2018
nd responsib	ilities of an Admini	strative Aide VI pos	sition
ies to improv	e nerformance con	vicos	
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May	15, 2018	Target Date:	2nd Quarter
ies to improv	e customer service	through trainings	and seminars
ective custon	ners services skills (internal and exterr	nal)
	our work that will	neip improved our	performance as Administrative
		Prepared by:	
			RIA JUNET C. CENIZA mediate Supervisor
	To develop of an Adm ventions to I responsibilit January 11 nd responsib lative to Adm ies to improv May ies to improve	To develop the skills and know of an Administrative Aide VI serventions to Improve Performate responsibilities: January 11, 2018 Independent of an Administrative work ies to improve performance services to improve customer services to improve customer services skills (example) and the customers services skills (example) and t	To develop the skills and knowledge required to of an Administrative Aide VI staff ventions to Improve Performance and/or Comperesponsibilities: January 11, 2018 Target Date: Ind responsibilities of an Administrative Aide VI possibilities to Administrative work January 15, 2018 Target Date: May 15, 2018 Target Date: January 15, 2018 Target Date: January 16, 2018 Target Date: January 17, 2018 Target Date: January 18, 2018 Target Date: January 19, 2018 Target Date: January 19, 2018 Target Date: January 10, 2018 Target Date: January 11, 2018 Target Date: January 12, 2018 Target Date: January 13, 2018 Target Date: January 14, 2018 Target Date: January 15, 2018 Target Date: January 16, 2018 Target Date: January 17, 2018 Target Date: January 18, 2018 Target Date: January 19, 2018 Target Date: January 10, 2018 Target Date: January 11, 2018 Target Date: January 11, 2018 Target Date: January 11, 2018 Target Date: January 12, 2018 Target Date: January 11, 2018 Target Date: January 12, 2018 Target Date: January 11, 2018 Target Date: January 12, 2018 Target Date: January 11, 2018 Target Date: January 12, 2018 Target Date: January 12, 2018 Target Date: January 13, 2018 Target Date: January 14, 2018 Target Date: January 15, 2018 Target Date: January 16, 2018 Target Date: January 17, 2018 Target Date: January 18, 2018 Target Date: January 19, 2018 Target Date: January 11, 2018 Target Date: January 12, 2018 Target Date: January 12, 2018 Target Date: January 13, 2018

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