



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.74	70%	3.32
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.81	30%	1.44
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING: **4.76**

ADJECTIVAL RATING: **Outstanding**


Prepared by:


PRECILA C. BELMONTE
Temp. Administrative Officer

Reviewed by:


MARLON M. TAMBIS/ EDGARDO. TULIN
Assistant Director/ Director

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
VP for Res., Ext., &
Innovation

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **JANET O. PASA**, Administrative Aide III of the Philrootcrops accomplished the following accomplishments in accordance with the indicated measures for the period March 21 to December 31, 2022.

Prepared by:

Approved:

Approved:

JANET O. PASA
Adm. Aide III/Ratee

MARLON M. TAMBIS
Assistant Director

EDGARDO E. TULIN
Director

MFO & PAPs	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
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	56	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	75	4	4	4	4	
		Receives, records, checks and countersigned various documents and facilitates signature of the head/assistant director/director	200	221	4	4	5	4.33	
		Reports and communications filed	150	121	5	4	4	4.33	
	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	81	5	5	5	5	
		Types Travel Order	25	28	5	5	5	5	
		Types/assists in Application for Leave	15	48	5	5	5	5	
		Assists/prepares DTR printing	10	25	5	5	5	5	DAEEx faculty and Philrootcrops Personnel

		Types TripTicket	10	6	5	5	4	4-67	
PI 3. Number of financial documents typed		Types payrolls/vouchers (Job Orders)	250	12					
		Types honorarium of PhilRootcrops Staff	20	-	4	4	4	4	To be accomplished july-dec. 2022
		Types reimbursement / replenishments / liquidations (supplies/travel/courier)	20	9					
		Types payment vouchers and RIS (fuel)	20	5					
		Types Cash Advances(supplies/travel)	20	3					
PI 4. Number of Recommendations, contracts, appointments typed		Types Recommendations of SRAs/Aides charged to PS	4	1					
		Types Contracts of SRAs/Aides charged to PS	4	-					To be accomplished july-dec. 2022
		Types Appointments of SRAs/Aides charged to PS	4	-					To be accomplished july-dec. 2022
		Types Contracts of SRA/Aide charged to MOOE	25	-	4	4	4	4	To be accomplished july-dec. 2022
		Types Appointments for honorarium of PhilRootcrops staff	15	-					To be accomplished july-dec. 2022
		Types Contracts J.O Workers and SRA in DAEEEx (March - June 2022)	3	4					As DAEEEx Clerk form March 21 to June 15, 2022
P1 5: 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 (March - June 2022)		Facilitates signature of student forms	10	54					As DAEEEx Clerk form March 21 to June 15, 2022
		Encodes and prints student forms and manuals prepares and reproduce ready for distribution (March - June 2022)	10	39	5	5	5	5	As DAEEEx Clerk form March 21 to June 15, 2022
		Assists the dept. head, OJT Coordinator/Supervisor in facilitating OJTs and thesis needed forms (March-June 2022)	20	44					As DAEEEx Clerk form March 21 to June 15, 2022
PI 6. Number of Documents Controlled (as dDRC)		Controls ISO documents (Communications, Accomplishments, Contracts, Certifications, ect.)	250	475	5	5	5	5	As DAEEEx dDRC
PI 7. 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	0	0 complaint	5	5	5	5	
	Number of visitors received	Receives center visitors and refer them to appropriate office/Center personnel for assistance	25	29	5	5	5	5	
	Number of telephone calls answered	Telephone calls answered	100	150	5	5	5	5	
Best practices/new initiatives									
	1. Performs other tasks that may be assigned from time to time	1. DAEEEx services rendered (March 21-June 14) Assists in the photocopying and printing services	200	459	5	5	5	5	
	2. COVID-19 Pandemic	*observe social distancing *Washing of hands/putting disinfectant/alcohol * wearing of face masks	100%	100%	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		Comments & Recommendations for Development Purpose: To attend capability build up trainings / seminar on filing of documents.
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.74	
ADJECTIVAL RATING		

Evaluated and Rated by:

 EDGARDO E. TULIN

Director

Date: _____

 MARLON M. TAMBIS

Assistant Director

Date: _____

Recommending Approval:

 ROSA OPHELIA D. VELARDE

Director for Research

Date: 8/23/22

Approved:

 MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2022

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
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
Score	Total				
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	45				
Average Score	4.81				

Overall recommendation : _____



MARLON M. TAMBIS/EDGARDO E. TULIN
 Assistant Director/Director

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: **Dr. Edgardo E. Tulin & Prof. Marlon M. Tambis**

Name of Personnel: **Janet O. 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 Advising the staff to strictly follow the COVID-19 health protocols • As often as necessary	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:

Noted by:

PRECILA C. BELMONTE
Immediate Supervisor

MARLON M. TAMBIS / EDGARDO E. TULIN
Assistant Director/Director

EMPLOYEE DEVELOPMENT PLANName 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: March 21, 2022Target Date: June 30, 2022

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
- Meeting regarding policies of the University regarding COVID-19 and advising them to strictly follow the COVID-19 health protocols

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
- Awareness of COVID-19

Date: July 1, 2022Target Date: Dec 31, 2022

Next Step:

Periodic monitoring of assigned jobsTo 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/EDGARDO E. TULIN
Asst. Director/Director

Conforme:

JANET O. PASA
Name of Ratee /Faculty/Staff