



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.482
<b>TOTAL NUMERICAL RATING</b>			<b>4.94</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_


FINAL NUMERICAL RATING

4.94

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

  
**PAMELA P. ORANO**  
Name of Staff

Reviewed by:

  
**ROTACIO S. GRAVOSO**  
Department/Office Head

Recommending Approval:


  
**ROTACIO S. GRAVOSO**  
Dean/Director


Approved:

  
**EDGARDO E. TULIN**  
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Pamela P. Orano, of the Quality Assurance Center 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, 2023.

  
**ROTACIO GRAVOSO**  
 Head of Unit

  
**PAMELA P. ORANO**  
 RATEE  
 Date: 7/3/23


MFO No.	MFO Description	Success/Performance Indicator (PI)	Target for 2022	Actual Accomplishments		Rating				Remarks
				Actual	%	A	B	C	D	
UMF O 5	Support to Operations									
	QAC PI 2. ISO:9001-2015 Certified									
	QAC PI 4. Administrative Service									
		Number of dDRC and alternate dDRC monitored	100	120	120%	5	5	5	5	
		Number of GL, PM, FM monitored	100 PM 18 GL 201 FM and TPs	PM-140 GL-36 Forms and TPs- 704	140% PM 200% GL 221% FMs and TPs	5	5	5	5	
		Number of New PMS, FMS, GLs. TPs distributed	1 PMS 15 FMS 2 GLs.	23 PMS 68 FMS 10 GLs	230% PMS 453% FMS 500% GLs	5	5	5	5	

		Number of Revised PMS,QMS,GLs and FMs distributed	4 PM 11 FM & TP	7 PMs & QM 11 FMs & TP	175% PMs and QMs 100% FMs and TP	5	5	5	5	
		Number of PMs,QMs,GLs and FMs formatted and printed	4 PM 11 FM & TP 2 GLs	30 PMs 79 FMs 10 GLs	750% PMs 718 % FMs 500% GLs	5	5	5	5	
		Number of Document Requisition Form acted	1	3	300%	5	5	5	5	
		Number of QRM reviewed, scanned and filed	50 Depts /units/ Centers	90	180%	5	5	4	4.67	
		Number of Internal and External Masterlist updated	1	1	100%	5	5	5	5	
		Number of meetings/ workshops/ trainings facilitated and attended (AACCUP, ISO, etc)	1	13	130%	5	5	5	5	
		Number of OPCR/IPCR, DTR , Leave applications prepared	4	10	400%	5	5	4	4.67	
		Number of Document Review Form prepared for Document Review of Internal Documented Information	40	46	4115%	5	5	5	5	



		Number of External Document Masterlist prepared for Document Review of External Documented Information	4	6	150%	5	5	5	5	
		Number of communication prepared	10	46	460%	4	5	5	4.67	
	<b>QAC PI 5. Support to Operations</b>									
		Number of New Guidelines Prepared and approved (DRC GL , PMs and FMs)	1	3	300%	5	5	5	5	
		Number of PMs and GLs and Forms reviewed	1 PM/ GL/ FM							To be reviewed by July
		Number of PMs , GLs and Forms revised	1 PM/ GL/ FM							To be reviewed by July
		No. of ISO-related orientation conducted	1	2	200%	5	5	5	5	
		Number of ISO 9001-:2015 Surveillance audit attended	1	1	100%	5	5	5	5	
	QAC PI 6. Efficient customer friendly assistance	Efficient and customer-friendly frontline service	Zero complaint from clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5	
<b>Total Overall Rating</b>										84.01
<b>Average Rating</b>										4.94
<b>Adjectival Rating</b>										Outstanding

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.94
ADJECTIVAL RATING		OUTSTANDING

<b>Comments &amp; Recommendations for Development Purpose:</b>   keep up the good work
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Evaluated & Rated by:



**ROTACIO GRAVOSO**

Director, Quality Assurance

Date:

Recommending Approval:



**ROTACIO GRAVOSO**

Director, Quality Assurance

Date:

Approved by:



**EDGARDO E. TULIN**

VSU President

Date:

1 – Quality    2 – Efficiency    3 – Timeliness    4 – Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: **PAMELA POSAS ORANO**

Position: **Administrative Aide VI/ University DRC**

**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
Total Score		59				



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		25				
Average Score		4.94				

Overall recommendation:

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**ROTACIO GRAVOSO**

Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

**Name of Employee:** PAMELA P. ORAÑO  
**Performance Rating:** 4.94 Outstanding

**Aim:** Enhanced knowledge and skill on document management and facilitation skills and Internal Quality Audit

**Proposed Interventions to Improve Performance:**

**Date:** January 2023

**Target Date:** June 2023

**First Step:** Discussion on specific skill/ competency more on document management needing improvement and Internal Quality Audit

Discussion on the processes on how to effectively facilitate meetings and workshops  
Discussion on how to effectively cascade the internal documents

Result: Improvement in the process of document control, recording and retrieval  
Improvement in the facilitation / Preside meetings / workshops/

**Date:** July 2023

**Target Date:** December 2023

**Next Step:** Send her to training/seminar related to ISO document management /Internal Quality Audit Trainings

Involve her in the conduct of meetings by encouraging her to perform the task.

Discussion on the processes on how to effectively distribute internal documented information

Outcome: Increase efficiency and effectiveness in document management

Improve competence in handling meetings


Improve distribution process

Knows how to conduct Internal Quality Audit

Final Step/Recommendation:

Continue capability enhancement through mentoring/coaching and sending her to trainings and seminars.

Prepared by:

  
**ROTACIO GRAVOSO**  
Unit Head

Conforme:

  
**PAMELA P. ORAÑO**  
Name of Ratee Faculty/Staff