



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2023

Annex P

Name of Administrative Staff: PAMELA H. URDANETA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.833	70%	3.383
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.475
TOTAL NUMERICAL RATING			4.858

TOTAL NUMERICAL RATING: 4.858

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.858

FINAL NUMERICAL RATING 4.858

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

PAMELA H. URDANETA
Name of Staff

MARISSEL A. LEORNA
NCRC Director

Approved:

MARIA JULIET C. CENIZA
Vice President

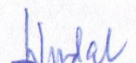



Visayas State University
NATIONAL COCONUT RESEARCH CENTER - VISAYAS
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR) - ACCOMPLISHMENTS

I, PAMELA H. URDANETA, Admin Aide VI 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, 2023.


PAMELA H. URDANETA
Admin. Aide VI


MARISEL A. LEORNA
Director, NCRC-V

Date: _____

Date: _____

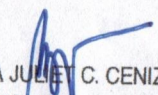
MFO No.	MFOs/PAPs	Success Indicator (SI)	Task Assigned	Target	% of Accomplishment	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	General Administration and Support Services (GASS)										
	Administrative and Facilitative Services										
	Efficient and customer friendly frontline services	A35: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Customer friendly frontline services	100% customer friendly	100.00%	100% customer friendly	5	5	4	4.67	
	Efficient office management and maintenance	A 51. Number of documents preapred/processed (i.e. travel, payrolls, appointments, replenishments, PRs, RIS, fuel vouchers, trip tickets, PPMP, etc).	Prepares vouchers, trip tickets, travel order, RIS Itinerary of Travel, CTC, DTR/CSR, Payrolls, POs, PR, Job Request, ORS/BURS, application for leave, VAT and others.	150	266.67%	400	5	5	5	5.00	
			Prepares cash advance, liquidations, reimbursements	30	166.67%	50	5	5	5	5.00	
			Prepares Annual Procurement Plan (APP) & PPMP	6	200.00%	12	5	5	5	5.00	
			Prepares renewal of appointment	35	114.29%	40	4	5	5	4.67	
			Photocopy documents such as memorandum and other supporting documents	150	173.33%	260	5	5	5	5.00	
			Entertains queries to walk-in clients and visitors	50%	100.00%	50%	4	5	5	4.67	

			Assists/helps facilitate IHR and Planning Workshop	1	100.00%	1	5	4	5	4.67	
Average Rating			4.833	Comments and Recommendations for Development Purpose: <i>she is spoken highly of by her peers because of her ability to build good relationships</i>							
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING			4.833								
ADJECTIVAL RATING			OUTSTANDING								

Evaluated by:


MARISEL A. LEORNA
Center Director

Approved:


MARIA JULIET C. CENIZA
Vice President for Research, Extension &
Innovation

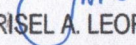
PERFORMANCE MONITORING FORM

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
3	Efficient and customer friendly frontline service	Efficient and customer friendly frontline service, with no complaints	Jan 2023	June 2023	Jan to Jun 2023	Very Impressive	Outstanding	
4	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 400 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	Jan 2023	June 2023	Jan to Jun 2023	Very Impressive	Outstanding	
5	Prepares of cash advance, liquidation of reimbursements	Prepared cash advance, liquidation of reimbursements	Jan 2023	June 2023	Jan to Jun 2023	Very Impressive	Outstanding	
6	Prepares Annual Procurement Plan (APP)	Prepared 5 Annual Procurement Plan (APP)	Jan 2023	June 2023	Jan to Jun 2023	Very Impressive	Outstanding	
7	Prepares PDS, SALN	Prepared 12 PDS, SALN	Jan 2023	June 2023	Jan to Jun 2023	Very Impressive	Outstanding	
8	Prepares MOA/MOUs for coconut contract/copra processors	Prepared MOAs/MOUs for coconut contract/copra processors	Jan 2023	June 2023	Jan to Jun 2023	Very Impressive	Outstanding	
9	Prepares DTR, PDS and other documents	Prepared 15 DTR, 1 PDS and other documents	Jan 2023	June 2023	Jan to Jun 2023	Very Impressive	Outstanding	
10	Prepares renewal of appointment	Prepared 40 renewal of appointment	Jan 2023	June 2023	Jan to Jun 2023	Very Impressive	Outstanding	
11	Photocopying/Scanning of various documents such as memorandum and other supporting documents	Photocopied/Scanned 260 various documents such as memorandum and other supporting documents	Jan 2023	June 2023	Jan to Jun 2023	Very Impressive	Outstanding	
12	Canvass supplies/materials	Canvassed supplies/materials	Jan 2023	June 2023	Jan to Jun 2023	Very Impressive	Outstanding	
13	Entertains queries to walk-in clients and visitors	Entertained queries to walk-in clients and visitors	Jan 2023	June 2023	Jan to Jun 2023	Very Impressive	Outstanding	
14	Assistsn/helps facilitate IRH and Planning Workshop	Assisted/help facilitate IHR AND Planning Workshop	Jan 2023	June 2023	Jan to Jun 2023	Very Impressive	Outstanding	

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor


MARISEL A. LEORNA
 Center Director

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2023

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

Name of Officer : **PAMELA H. URDANETA**


Head of Section : **MARISEL A. LEORNA**

Number of Personnel:

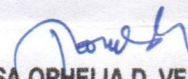
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring on Project's budget balance					
	√	√			
Coaching on Filing of documents					
	√	√			

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

Conducted by:


MARISEL A. LEORNA
Immediate Supervisor

Noted by:


ROSA OPHELIA D. VELARDE
Next Higher Supervisor

cc: OVPI

ODABRD

PRPEO



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: PAMELA H. URDANETA Position: Admin Aide VI

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.

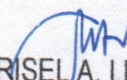
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		59/12				

4.916

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	24				
Average Score	4.8				

Overall recommendation : _____


MARISELA A. LEORNA
 Printed Name and Signature
 Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2023

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

Aim: To develop positive personality traits in the workplace

Proposed interventions to improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 11, 2023 Target Date: Second Quarter of 2023

First Step: _____

_____ Enjoin her to attend a Performance development seminars

Result: _____

Had attended the POAP seminar on "Personality Development & Developing Customer Satisfaction"

Date: June 19, 2023 Target Date: June 26, 2023

Next Step: _____

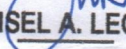
_____ Conduct a re-echo seminar on "Personality development and developing customer satisfaction" at her co employees.

Outcome:

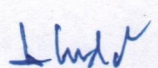
_____ Successfully imparted her knowledge on the subject

_____ Was able to use her knowledge in the office settings.

Prepared by:


MARISEL A. LEORNA
Unit Head

Conform:


PAMELA H. URDANETA