

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(January-June 2018)


Name of Administrative Staff: LILIBETH VICTORIA V. PAGALAN

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	x 70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	x 30%	1.45
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING	:	<u>-</u>
ADD: Additional Approved Points, if any	:	<u>-</u>
TOTAL NUMERICAL RATING	:	<u>4.77</u>

ADJECTIVAL RATING : Very Satisfactory

Prepared by:


LILIBETH VICTORIA V. PAGALAN
Admin. Aide III

Recommending Approval:


DILBERTO O. FERRAREN
Vice-President for Planning, Resource
Generation, & External Affairs

Approved:


EDGARDO E. TULIN
President

041 9005
9/4

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LILIBETH VICTORIA V. PAGALAN, staff of the OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION, & EXTERNAL AFFAIRS 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 - JUNE 2018.




LILIBETH VICTORIA V. PAGALAN
Ratee

Approved:


DILBERTO O. FERRAREN
Head of Unit


MFO & PAPs	Success Indicators		Person Responsible	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UNIV MFO6: GENERAL ADMINISTRATION & SUPPORT SERVICES										
PRGEA MFO 1. Administrative and Support Services Management	PI 1	Efficient and customer-friendly frontline service								
		*Zero percent complaint from clients	*	0%	0%	5	5	5	5.00	
	PI 2	No. of effectively acted administrative/financial documents								
	2a. 1	No. of administrative and financial documents prepared and processed (OIC recommendation, request DTR, CSR, Leave Application, Travel Request, Cash Advance, Trip Tickets, RIS, etc.)	In-charge	50	75	5	5	5	5.00	
	2	No. of incoming documents received for VP's action	In-charge	500	800	5	5	5	5.00	
	2b.	Records Management								
	1	No. of incoming/outgoing documents received and recorded	In-charge	500	800	5	5	5	5.00	
	2	No. of communications and other documents filed	In-charge	40	55	5	4	4	4.33	
	2c.	Attendance to meetings/trainings/workshops	Secretariat/ Participant	2	4	5	5	5	5.00	
	2d.	Involvement in Teaching Support Service								
		*No. of faculty evaluation facilitated	Facilitator	4 faculty/13 subjets	4 faculty/13 subjets	5	5	5	5.00	
	PI 5	Percentage pre-implementation of 5s	*	30%	40%	4	4	3	3.67	

PRGEA MFO 2. Planning, Management, and Monitoring Services	PI 1	Proactive submission of report								
		*No. of infrastructure projects encoded for NEDA PIPOL	In-charge	33	33	5	5	5	5.00	
		*No. of printing press canvassed for the printing of annual report	In-charge	3	3	5	5	5	5.00	
	PI 3	Performance Management Team (PMT) Secretariat Services								
		*No. of OPCR's monitored	In-charge	25	30	5	5	5	5.00	
PRGEA MFO 3. Resource Generation Management Services	PI 1	IGP and STF Services								
		*No. of reviewed IGP and STF projects transcribed	Assist	15	19	4	4	3	3.67	
Other Tasks		*No. of copies of documents (Strat Plan, OPCR, Geo-Mines certifications, IGP Manual, etc.)photocopied	In-charge	1000	1800	5	5	5	5.00	
Total Over-all Rating						63.00	57.00	55.00	61.67	


Average Rating		4.74
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.74
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

Recommending Approval


DILBERTO O. FERRAREN
 VP for PRGEA
 Date: _____

Approved:


EDGARDO E. TULIN
 President
 Date: _____

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

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (January-June 2018)


Name of Administrative Staff: LILIBETH VICTORIA V. PAGALAN

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	x 70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	x 30%	1.45
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING	:	<u>-</u>
ADD: Additional Approved Points, if any	:	<u>-</u>
TOTAL NUMERICAL RATING	:	<u>4.77</u>

ADJECTIVAL RATING	:	<u>Very Satisfactory</u>
-------------------	---	--------------------------

Prepared by:


LILIBETH VICTORIA V. PAGALAN
 Admin. Aide III

Recommending Approval:


DILBERTO O. FERRAREN
 Vice-President for Planning, Resource
 Generation, & External Affairs

Approved:

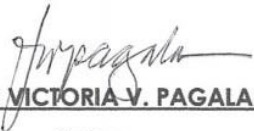

EDGARDO E. TULIN
 President

041 9 005
9/4

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LILIBETH VICTORIA V. PAGALAN, staff of the OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION, & EXTERNAL AFFAIRS 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 - JUNE 2018.




LILIBETH VICTORIA V. PAGALAN
Ratee

Approved:


DILBERTO O. FERRAREN
Head of Unit


MFO & PAPs	Success Indicators		Person Responsible	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UNIV MFO6: GENERAL ADMINISTRATION & SUPPORT SERVICES										
PRGEA MFO 1. Administrative and Support Services Management	PI 1	Efficient and customer-friendly frontline service								
		*Zero percent complaint from clients	*	0%	0%	5	5	5	5.00	
	PI 2	No. of effectively acted administrative/financial documents								
	2a. 1	No. of administrative and financial documents prepared and processed (OIC recommendation, request DTR, CSR, Leave Application, Travel Request, Cash Advance, Trip Tickets, RIS, etc.)	In-charge	50	75	5	5	5	5.00	
	2	No. of incoming documents received for VP's action	In-charge	500	800	5	5	5	5.00	
	2b.	Records Management								
	1	No. of incoming/outgoing documents received and recorded	In-charge	500	800	5	5	5	5.00	
	2	No. of communications and other documents filed	In-charge	40	55	5	4	4	4.33	
	2c.	Attendance to meetings/trainings/workshops	Secretariat/ Participant	2	4	5	5	5	5.00	
	2d.	Involvement in Teaching Support Service								
		*No. of faculty evaluation facilitated	Facilitator	4 faculty/13 subjets	4 faculty/13 subjets	5	5	5	5.00	
	PI 5	Percentage pre-implementation of 5s	*	30%	40%	4	4	3	3.67	

PRGEA MFO 2. Planning, Management, and Monitoring Services	PI 1	Proactive submission of report								
		*No. of infrastructure projects encoded for NEDA PIPOL	In-charge	33	33	5	5	5	5.00	
		*No. of printing press canvassed for the printing of annual report	In-charge	3	3	5	5	5	5.00	
	PI 3	Performance Management Team (PMT) Secretariat Services								
		*No. of OPCR's monitored	In-charge	25	30	5	5	5	5.00	
PRGEA MFO 3. Resource Generation Management Services	PI 1	IGP and STF Services								
		*No. of reviewed IGP and STF projects transcribed	Assist	15	19	4	4	3	3.67	
Other Tasks		*No. of copies of documents (Strat Plan, OPCR, Geo-Mines certifications, IGP Manual, etc.)photocopied	In-charge	1000	1800	5	5	5	5.00	
Total Over-all Rating						63.00	57.00	55.00	61.67	


Average Rating		4.74
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.74
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:
--

Recommending Approval


DILBERTO O. FERRAREN
 VP for PRGEA
 Date: _____

Approved:


EDGARDO E. TULIN
 President
 Date: _____

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

PRGEA MFO 2. Planning, Management, and Monitoring Services	PI 1	Proactive submission of report								
		*No. of infrastructure projects encoded for NEDA PIPOLE	In-charge	33					0.00	
		*No. of printing press canvassed for the printing of annual report	In-charge	3					0.00	
	PI 3	Performance Management Team (PMT) Secretariat Services								
		*No. of OPCR's monitored	In-charge	25					0.00	
PRGEA MFO 3. Resource Generation Management Services	PI 1	IGP and STF Services								
		*No. of reviewed IGP and STF projects transcribed	Assist	15					0.00	
Other Tasks		*No. of copies of documents (Strat Plan, OPCR, Geo-Mines certifications, IGP Manual, etc.) photocopied	In-charge	1000					0.00	
Total Over-all Rating							0.00	0.00	0.00	0.00

Average Rating		0.00
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		0.00
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:
Attend Seminars on NEDA-PIPOL and OPRD
to MIS. Attend training on digitization of information
to be able to connect office data to the
planned MIS.

Recommending Approval:



DILBERTO O. FERRAREN

VP for PRGEA

Date: _____

Approved:



EDGARDO E. TULIN

President

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 2018

Name of Staff: LILIBETH VICTORIA V. PAGALAN Position: ADMIN. 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
Total Score	58				
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					
Average Score					

Overall recommendation : _____



DILBERTO O. FERRAREN
VP for Planning, Resource Generation
& External Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LILIBETH VICTORIA V. PAGALAN

Performance Rating: _____

Aim: Attend trainings and seminars related to job description.

Proposed Interventions to Improve Performance:

Date: January 1, 2018

Target Date: June 30, 2018

First Step:

- Attend seminars that will be conducted by ODAHRD on personality development and other administrative-related trainings.
- Attend seminars on NEDA-PIPOL and CHED-HEMIS.

Result:

- Enhanced knowledge on clerical and administrative functions.
- Updated and efficient preparation of reports needed by NEDA and CHED.

Date: July 1, 2018

Target Date: December 31, 2018

Next Step: Suggest and facilitate improvements for the unit/office based on inputs from seminars attended.


Outcome: Improved quality of services offered by the office.

Final Step/Recommendation:

Prepared by:


DILBERTO O. FERRAREN
Unit Head

Conforme:


LILIBETH VICTORIA V. PAGALAN
Name of Ratee

