



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **EMELITA S. PAUSANOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.5
TOTAL NUMERICAL RATING			4.98

TOTAL NUMERICAL RATING: 4.98

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.98

ADJECTIVAL RATING: _____

Prepared by:

EMELITA S. PAUSANOS
Name of Staff

Reviewed by:

SUZETTE B. LINA
Head, DSS

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Emelita S. Pausanos of the Department of Soil Science commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1, 2023 - Dec 31, 2023.

mpausanos
EMELITA S. PAUSANOS

Admin. Aide IV

Date: 1/3/24

Suzette B. Lina
SUZETTE B. LINA

Department Head

Date: 1/4/24

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E ²	T ³	A ⁴	
General Administration and Support Services (GASS)									
Efficient and customer friendly frontline services	0% complaint from client served	Serves as frontliner and delivers friendly customer services to clients	No complaint	100%	5	5	5	5.00	
	Number of documents numbered, recorded and released	Serves as dDRC of the dept; assigns control numbers to all quality records of the department	100	83	5	5	5	5.00	
	Number of documents encoded in the document tracking system and number of bar codes generated	Encodes document for document tracking and generates bar codes for each document	110	109	5	5	5	5.00	
	Number of teaching loads plotted and assigned to faculty members	Plots faculty teaching load (tentative and final)	2	6	5	5	4.5	4.83	
	Number of subjects/sections updated in the department cumulus	Encodes in the dept. cumulus the names of faculty assigned to handle the subject	10	10	5	4.5	5	4.83	

Administrative/Clerical Services

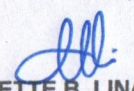
Number of documents/reports prepared and submitted on time	Prepares Report of Actual Teaching Load	2	2	5	5	5	5.00	
	Prepares Individual Faculty Workload	14	7	5	5	5	5.00	
	Prepares Projected Faculty Workload for hiring and renewal of appointments	1	1	5	5	5	5.00	
	Prepares Summary of Individual Rating of faculty IPCRs	8	8	5	5	5	5.00	
	Prepares PPMPs and PRs	1	20	5	5	5	5.00	
Number of official communications/recommendations drafted/encoded	Drafts official communications	5	5	5	5	5	5.00	
Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares and facilitates the submission of documents for hiring of teachers and renewal of appointments	2	2	4.8	5	4.5	4.77	
Number of TOs, trip tickets App for Leave, PR's, appointments, payrolls cash advance, liquidation, reimbursements, OIC letters and its supporting documents, prepared for approval	Prepared travel orders (TOs), trip ticket, Application for leave, appointment/ recommendation for renewal for faculty temporary and part time faculty, appointment for laborers/ students assistant, payrolls, PRs, cash advances, liquidations, replenishment /reimbursements, OIC letter, classes to be missed	50	52	5	5	5	5.00	
Number of documents filed and scanned	Files and scans official documents	25	40	5	5	5	5.00	
Number of meetings attended	ISO related meetings, Department meetings, etc.	8	4	5	5	5	5.00	

Other Services	Number of trainings/seminars attended	Participant	1	1	5	5	5	5.00	
	Number of innovations	E-filing of department documents	1	1	5	5	5	5.00	
Total Over-all Rating								84.43	

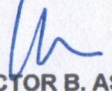
Average Rating (Total Over-all rating divided by number of entries)		4.966
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.966
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose: Ms Pausanos showed outstanding performance in her responsibilities as admin staff. Continue attending seminars and workshops.

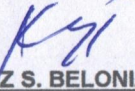
Evaluated & Rated by:


SUZETTE B. LINA
 Department Head
 Date: 1/4/24

Recommending Approval:


VICTOR B. ASIO
 Dean, CAFS
 Date: 1/29/24

Approved:


BEATRIZ S. BELONIAS
 VP for Academic Affairs
 Date: 01/01/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-Dec 2023

Name of Staff: Emelita S. Pausanos


Position: Admin Aide IV

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	5.0				
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	5.0				
Overall recommendation	:				


SUZETTE B. LINA
 Printed Name and Signature
 Head of DSS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EMELITA PAUSANOS

Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 20214

First Step:

To attend trainings and seminars to improve skills as administrative staff

Apply the skills gained from ISO seminars/workshops for excellent service

Result:

Has attended training on ISO, PPMP, CUMULUS, HRIS

Knowledgeable in using HRIS and other computer-based applications learned from seminars/workshops and ISO protocols

Date: July 2024

Target Date: December 2024

Next Step:

Attend more trainings and seminars related to administrative work.

Outcome: Scout for trainings and seminars outside the university related to administrative function.

Final Step/Recommendation:

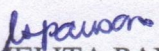
If thereare virtual trainings and seminars related to the function, a letter requestingadministration's approval and possible funding will be prepared.

Prepared by:



SUZETTE B. LINA
Unit Head

Conforme:


EMELITA PAUSANOS
DSS Staff