



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2022

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	4.875	70%	3.412
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.398
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.81

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: Outstanding

Prepared by:

PAMELA H. URDANETA
Name of Staff

Reviewed by:

MARISEL A. LEORNA
Director

Approved:

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



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, 2022.

PAMELA H. URDANETA
 Admin. Aide VI

MARISEL A. LEORNA
 Director, NCRC-V
 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% customer friendly	100% customer friendly	5	5	5	5.00	
	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.	50	320.00%	160	5	5	5	5.00	
			Prepares cash advance, liquidations, reimbursements	30	183.33%	55	5	5	5	5.00	
			Prepares Annual Procurement Plan (APP)	5	120.00%	6	4	5	5	4.67	
			Prepares renewal of appointment	5	500.00%	25	5	5	5	5.00	
			Photocopy documents such as memorandum and other supporting documents	50	160.00%	80	5	5	5	5.00	
			Entertains queries to walk-in clients and visitors	50%	150.00%	75%	5	5	5	5.00	

			Assists/helps facilitate IHR and Planning Workshop	1	100.00%	1	4	4	5	4.33	
										4.875	
Average Rating			4.875	Comments and Recommendations for Development Purpose: <i>Able to sort out office problems on her own initiative</i>							
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING			4.875								
ADJECTIVAL RATING			Outstanding								

Evaluated by:

g. a.
MARISEL A. LEORNA
Center Director

Date:

Approved:

Maria Juliet C. Ceniza
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 2022	June 2022	Jan-June 2022	Very Impressive	Very Satisfactory	
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 160 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 2022	June 2022	Jan-June 2022	Very Impressive	Very Satisfactory	
5	Prepares of cash advance, liquidation of reimbursements	Prepared cash advance, liquidation of reimbursements	Jan 2022	June 2022	Jan-June 2022	Very Impressive	Very Satisfactory	
6	Prepares Annual Procurement Plan (APP)	Prepared 6 Annual Procurement Plan (APP)	Jan 2022	June 2022	Jan-June 2022	Very Impressive	Very Satisfactory	
7	Prepares PDS, SALN	Prepared 12 PDS, SALN	Jan 2022	June 2022	Jan-June 2022	Very Impressive	Very Satisfactory	
8	Prepares MOA/MOUs for coconut contract/copra processors	Prepared 35 MOAs/MOUs for coconut contract/copra processors	Jan 2022	June 2022	Jan-June 2022	Very Impressive	Very Satisfactory	
9	Prepares DTR, PDS and other documents	Prepared 15 DTR, 1 PDS and other documents	Jan 2022	June 2022	Jan-June 2022	Very Impressive	Very Satisfactory	
10	Prepares renewal of appointment	Prepared 25 renewal of appointment	Jan 2022	June 2022	Jan-June 2022	Very Impressive	Very Satisfactory	
11	Photocopying/Scanning of various documents such as memorandum and other supporting documents	Photocopied/Scanned 90 various documents such as memorandum and other supporting documents	Jan 2022	June 2022	Jan-June 2022	Very Impressive	Very Satisfactory	
12	Canvass supplies/materials	Canvassed supplies/materials	Jan 2022	June 2022	Jan-June 2022	Very Impressive	Very Satisfactory	
13	Entertains queries to walk-in clients and visitors	Entertained queries to walk-in clients and visitors	Jan 2022	June 2022	Jan-June 2022	Very Impressive	Very Satisfactory	
14	Assistsn/helps facilitate IRH and Planning Workshop	Assisted/help facilitate IHR AND Planning Workshop	Jan 2022	June 2022	Jan-June 2022	Very Impressive	Very Satisfactory	

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

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

MA
MARISEL A. LEORNA
 Center Director

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January to June 2022

√	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: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Budget	√	√			
Coaching filing of documents	√	√			

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

Conducted by:

Noted by:


MARISEL A. LEORNA
 Immediate Supervisor


MARIA JULIET C. CENIZA
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2022

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						

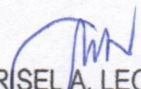
4.66

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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 : _____


MARISEL A. LEORNA
 Printed Name and Signature
 Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2022

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

Aim: To become an effective and efficient frontliner of VSU.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date Jan 3, 2022 **Target Date:** January 7, 2022

First Step: Conduct review of the essential customer service skills: active listening, time management, and prioritization as a frontliner (Administrative Aide VI) of NCRC-V

Result: Identified the staff's weakness that needs improvement

Date February 7, 2022 **Target Date:** February 28, 2022

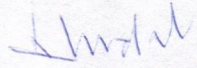
Next Step: Advised to attend seminars for personal improvement

Outcome: Efficient and customer friendly frontline services.

Final Step/Recommendation: Have the staf undergo rest and relaxation to improve health and fitness

Prepared by:

MARISEL A. LEORNA
Unit Head

Conform:

PAMELA H. URDANETA