



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MA. ELSA M. UMPAD**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
9. Numerical Rating per IPCR	4.97	70%	3.48
10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.98

TOTAL NUMERICAL RATING: 4.98

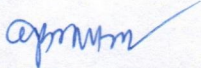
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.98

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


MA. ELSA M. UMPAD
Name of Staff

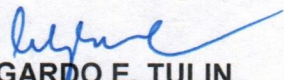
Reviewed by:


ALLEN GLENNIE P. LAMBERT
Department/Office Head

Recommending Approval:


ALLEN GLENNIE P. LAMBERT
Executive Asst.

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MA. ELSA M. UMPAD**, of the Office of the Executive Secretary 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 2022.

MA. ELSA M. UMPAD

Ratee

APPROVED:

ALLEN GLENNIE P. LAMBERT

Head of Office

UMF O No.	OP MFO	MFOs/PAPs	Success Indicators	Task Assigned	Target	Accomplishm ent	Rating				Remarks	
					(Jan-Dec 2022)	Jan-June 2022	Q ¹	E ²	T ³	A ⁴		
UMFO 6. General Administration Support Services												
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	Zero complaint	5	5	5	5.00		
			Maintained workplace in compliance to ISO-5s	Maintain personal workspace to ISO 5s	100%	100%	5	5	4	4.67		
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services									
				Number of Memoranda/Special Orders/Certifications issued	Number of Memoranda/ Special Orders/ Certifications drafted and/or pre-reviewed/ screened	1,000	2,192	5	5	5	5.00	
				No. of documents reviewed, processed & released within the day it is acted by	Screen documents for Pres./OIC action	14,500	8,698	5	5	5	5.00	
				No. of reports and correspondence prepared and released	Gather data, drafts and/or reviews reports and correspondence	350	201	5	5	5	5.00	
				Number of offices under OP and special projects coordinated	Coordinate offices under OP and facilitate special projects of the office	10, 2 SP	10, 2 SP	5	5	5	5.00	Special Projects: Internationalization Plan (15 programs); Futures Thinking Projects

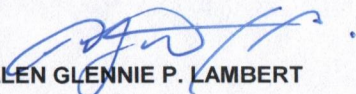
			Effective and Efficient Public Relations Services								
			No. of MOU/MOAs forged for establishment of linkages	Screen, package MOAs for President's approval and submits for BOR confirmation	165	151	5	5	5	5.00	
			Effective and Efficient President's Calendar Management								
			No. of events organized/coordinated/photodocumented	Coordinate and arrange venue, accommodation, meals, transportation, etc.	25	20	5	5	5	5.00	
			100% of meetings and travels convened/presided/ facilitated/photo-documented	Plan and schedule meetings, appointments and travel of Univ. Pres.	100%	100%	5	5	5	5.00	
			100% of committee assignments steered and complied	Facilitate/comply committee assignments	100%	100%	5	5	5	5.00	
			<i>Total Over-all Rating</i>							49.67	

Average Rating (Total Over-all-rating divided by 10)		4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		OUTSTANDING

Comments and Recommendations for Development Purpose:

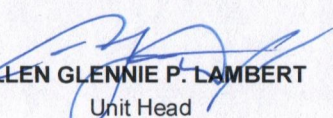
very effective and efficient in work and on top of his work.

Evaluated and Rated:


ALLEN GLENNIE P. LAMBERT
Unit Head

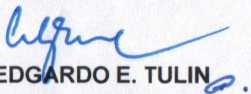
Date: _____

Recommending Approval:


ALLEN GLENNIE P. LAMBERT
Unit Head

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

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

Exhibit I

PERFORMANCE MONITORING FORM


Name of Employee: Ma. Elsa M. Umpad

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Drafts issuances and office reports	Drafted issuances, reports prepared	January 2022	December 2022	Jan-June 2022	Impressive	Outstanding	Sustain best practice
2	Coordinate/facilitate meetings, appointments, and travel of University President	Coordinated meetings, appointments, travels	January 2022	December 2022	Jan-June 2022	Impressive	Outstanding	Sustain best practice
3	Screen documents for President's action	Countersigned documents	January 2022	December 2022	Jan-June 2022	Impressive	Outstanding	Sustain best practice

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

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

Prepared by:


ALLEN GLENNIE P. LAMBERT
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2022

Name of Staff: Ma. Elsa M. Umpad Position: _____

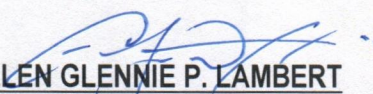
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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						
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 : outstanding

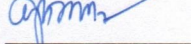

ALLEN GLENNIE P. LAMBERT
Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Executive Secretary


Head of Office: Allen Glennie P. Lambert

Name of Faculty/Staff: Ma. Elsa M. Umpad Signature:  Date: _____

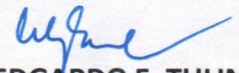
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	<ul style="list-style-type: none">First working day of the month as needed				
Coaching Discuss ways to improve the execution of assigned tasks.	<ul style="list-style-type: none">First working day of the month as needed				

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

Conducted by:


ALLEN GLENNIE P. LAMBERT
 Immediate Supervisor

Verified by:


EDGARDO E. TULIN
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. ELSA M. UMPAD

Performance Rating: January-June 2022

Aim: Develop management capability.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Attend training on human resource management.

Result: Improve human resource management capability

Date: _____ Target Date: _____

Next Step: Utilize learnings from training in office situation

Outcome: Improved human resource management capability

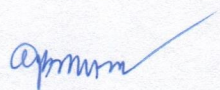
Final Step/Recommendation:

Assign responsibilities related to built-up capability.

Prepared by:


ALLEN GLENNIE P. LAMBERT
Unit Head

Conforme:


MA. ELSA M. UMPAD
Ratee