

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
July to December 2018

Name of Administrative Staff : PAMELA H. URDANETA


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.844	70%	3.391
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
			4.891

TOTAL NUMERICAL RATING :	4.891
Add: Additional Approved Points, if any :	-
TOTAL NUMERICAL RATING :	4.891
ADJECTIVAL RATING :	Outstanding

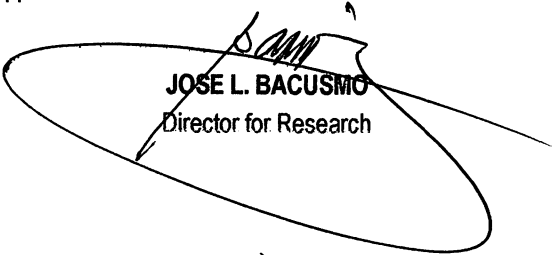
Prepared by:


PAMELA H. URDANETA
Name of Staff


Reviewed by:


MARIA JULIET C. CENIZA
Center Director

Recommending Approval:


JOSE L. BACUSMO
Director for Research

Approved:


OTHELLO B. CAPUNO
Vice President for Research & Extension




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




INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, PAMELA H. URDANETA, Administrative 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 July to December, 2018.


PAMELA H. URDANETA
Administrative Aide VI

Date: _____


MARIA JULIET C. CENIZA
Director, NCRC-V
Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 3. Research Services										
NCRCMFO 1. Research Activities										
	PI 2. Number of research outputs presented in regional/ national/ int'l fora/conferences									
	In institutional fora/conferences		Assists and helps facilitate NCRC-V In-House Review and Workshop	1	2	5	5	5	5.00	
UMFO4. Extension/Production Services										
NCRC MFO 1. Extension Activities										
	PI 1. Number of person-days trained weighted by length of training		Assists/helps facilitate training	1	2	5	5	5	5.00	
NCRC MFO 2. Production Activities										
	PI 2. Number of STF/IGPs monitored, supervised and managed									
	Preparation of documents		Prepares permit to carry out NCRC-V product	50	70	5	5	5	5.00	
UMFO 6. General Administration and Support Services (GASS)										
NCRC MFO 1. Administrative and Facilitative Services										
	PI 5: Number of frontline services monitored and ensured to be customer friendly & efficient and citizens charter posted									
	Efficient and customer friendly frontline service		Entertains queries to walk-in clients and visitor	50%	100%	5	5	4	4.67	

	PI 9: Additional Outputs								
	Efficient office management and maintenance								
	Documents preparation	Prepares Vouchers, Trip tickets, Travel Order, RIS, Itinerary of Travel, CTC, DTR/CSR, Payrolls, Pos, RFQ, PR, Job Request, ORS/BURS, Application for Leave, VAT and others	50	155	5	5	5	5.00	
		Prepares cash advance, liquidations,reimbursements	30	55	5	5	5	5.00	
		Preparation of Annual Procurement Plan (APP)	5	15	5	5	5	5.00	
		Prepares PDS, SALN	14	14	3	4	5	4.00	
		Prepares MOA/MOUs for coconut contract/copra processors	25	30	5	5	5	5.00	
		Prepares DTR, PDS and other documents	6	15	5	4	5	4.67	
		Prepares Renewal of Appointment	5	25	5	5	5	5.00	
	Photocopying/Scanning Services	Photocopying of various documents such as memorandum and other supporting documents	50	80	5	4	5	4.67	
	Booking Services	Books/arranges plane tickets	10	15	5	5	5	5.00	
	Canvassing Services	Canvass supplies/materials	10	28	5	4	5	4.67	
	Facilitator	Facilitates services during the faculty evaluation by students	10	35	5	5	5	5.00	
Total Over-all Rating									
AVERAGE RATING:		4.844						4.844	
Punctuality			Comments and Recommendations for Development Purpose: <i>Keep up the good work! May be sent for training or enhancement to upgrade position.</i>						
Approved Additional Point (w/ copy of Approval):									
FINAL RATING		4.844							
ADJECTIVAL RATING		OUTSTANDING							

Evaluated & Rated by::

MARIA JULIET C. CENIZA
Dept/Unit Head

Approved:

OTHELLO B. CAPUNO
Vice President OVPRE

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : July to December 2018

Name of Staff : PAMELA H. URDANETA

Designation: Admin Aide VI

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements

A. Commitment (both for subordinates and supervisors)		Scales				
	1. Demonstrate 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. Suggest new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1
	9. Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	(5)	4	3	2	1
	12. Willing to be trained and developed					
Total Score						
B. Leadership & Management (For supervisor only to be rated by higher supervisor)		Scale				
	1. Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
	4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
	5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks	5	4	3	2	1
Total Score						
Average Score						

Overall recommendation :

Shows commitment and renders services even beyond office hours. Has outstanding performance. Keep up

MARIA JULIET C. CENIZA
Immediate Supervisor

17 MAR 1968 R A 150049 : Note to oneself

1. The first step in the process of identifying a problem is to determine the nature of the problem. This involves a thorough understanding of the situation and the factors that may be contributing to the problem. Once the problem has been identified, the next step is to develop a plan of action to address the problem. This plan should be based on a clear understanding of the problem and the resources available to address it. The plan should also take into account the potential risks and benefits of different approaches. Once a plan has been developed, the next step is to implement the plan. This involves putting the plan into action and monitoring the progress of the implementation. Finally, the last step in the process is to evaluate the results of the implementation. This involves assessing the effectiveness of the plan and identifying any areas for improvement.

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1. The first part of the report is a general statement of the purpose of the study. This is followed by a brief review of the literature on the subject. The next section is a description of the methods used in the study. This is followed by a presentation of the results of the study. The final section is a discussion of the results and their implications.

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July to December 2018

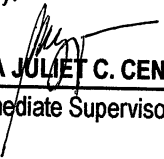
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Name of Officer : PAMELA H. URDANETA
Head of Section : MARIA JULIET C. CENIZA
Number of Personnel: 1

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

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

Conducted by:


MARIA JULIET C. CENIZA
Immediate Supervisor

Noted by:


OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July to December 2018

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

Aim: To update her knowledge in VSU's Performance Management System.

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

Date: August 1, 2018 **Target Date:** August 24, 2018

First Step: _____
_____ Enjoin her to attend training relative to Performance Management.

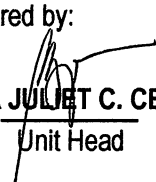
Result: _____
_____ Had attended the PRIME-HRM training last August 24, 2018, and was able to update her knowledge on the subject.

Date: September, 2018 **Target Date:** November, 2018

Next Step: _____

Outcome: _____
_____ Was able to use her knowledge in the making of OPCR / IPCR for CY 2018.

Final Step/Recommendation: _____

Prepared by:

MARIA JULIET C. CENIZA
Unit Head

Conform:

PAMELA H. URDANETA

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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
1.	Assists and helps facilitate NCRC-V In-House Review and Workshop	Assisted and helped facilitate NCRC-V In-House Review and Workshop	September 2018	September 2018	September 2018	Very Impressive	Very Satisfactory	
2.	Assists/helps facilitate training	Assisted/helped facilitate 2 trainings	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
3.	Prepares permit to carry out	Prepared 70 permit to carry out	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
4.	Efficient and customer friendly frontline service	Efficient and customer friendly frontline service, with no complaints	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
5.	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 155 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	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
6.	Prepares of cash advance, liquidation of reimbursements	Prepared 56 advance, liquidation of reimbursements	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
7.	Prepares Annual Procurement Plan (APP)	Prepared 15 Annual Procurement Plan (APP)	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
8.	Prepares PDS, SALN	Prepared 14 PDS, SALN	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
9.	Prepares MOA/MOUs for coconut contract/copra processors	Prepared 30 MOAs/MOUs for coconut contract/copra processors	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
10.	Prepares DTR, PDS and other documents	Prepared 15 DTR, 1 PDS and other documents	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
11.	Prepares renewal of appointment	Prepared 25 renewal of appointment	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
12.	Photocopying/Scanning of various documents such as memorandum and other supporting documents	Photocopied/Scanned 80 various documents such as memorandum and other supporting documents	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
13.	Arranges/books plane tickets	Arranged/books 15 plane tickets	July 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	

14.	Canvass supplies/materials	Canvassed supplies/materials (28)	July 2018	December 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	
15.	Facilitates services during the faculty evaluation by students	Facilitated services during the faculty evaluation by students (35)	July 2018	December 2018	December 2018	December 2018	Very Impressive	Very Satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor


 MARIA JULIET C. CENIZA
 Center Director