COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

July to December 2018

Name of Administrative Staff : PAMELA H. URDANETA

	Particulars	Numerical Rating	Percentage Weight	Equivalent Numerical Rating
	(1)	(2)	(3)	(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:

Recommending Approval:

Director for Research

Approved:

Vice President for Research & Extension



Visayas State University NATIONAL COCONUT RESEARCH CENTER - VISAYAS

Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, <u>PAMELA H. URDANETA</u>, 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 <u>July to December</u>, <u>2018</u>.

PAMELA H. URDANETA
Administrative Aide VI

Date: _____

MARIA JUL	IET	C.	CENIZA
Directo	r. N	CR	C-V

ate:

	MFO						R	ating		
MFO No.	Descrip- tion	Success Indicator (SI)	Task Assigned	Target	Actual Accom- plishment	Quality	Efficiency	Timelines	Average	Remark
UMFO 3. Resea	rch Services									
NCRCMF	1. Researd	ch Activities				-				
	fora/confere									
	In	institutional fora/conferences	Assists and helps facilitate NCRC-V In-House Review and Workshop	1	2	5	5	5	5.00	
UMFO4. Extens	ion/Producti	on Services								
NCRC MF	O 1. Extens	ion Activities								
	PI 1. Numbe	er of person-days trained weighted by length of training	Assists/helps facilitate training	1	2	5	5	5	5.00	
NCRC MF	O 2. Produc	tion Activities								
	PI 2. Numbe	er of STF/IGPs monitored, supervised and managed		THE STATE OF THE S						
	Pr	reparation of documents	Prepares permit to carry out NCRC-V product	50	70	5	5	5	5.00	
UMFO 6. Gener	UMFO 6. General Administration and Support Services (GASS)									
NCRC MF	NCRC MFO 1. Administrative and Facilitative Services									
	1	er of frontline services monitored and ensured to be endly & efficient and citizens charter posted								
	Ef	fficient 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 R									
AVERAGE RAT	ING:	4.844						4.844	
Punctuality			Comments and Recommendations for Development Purpose: Rep up the good north! They be shot for Vaining of enhancement to cygraphe yentin						
Approved Ac	lditional Point (w/ copy of Approval):		1 Keep up the good night! They be get to			t for			
FINAL RATING		4.844	I taining of enhancement to unghings			nde			
ADJECTIVAL R	ATING	OUTSTANDING	1 Nontin						

Evaluated & Rated by::

MARIA JULIET C. CENIZA Dept/Unit Head

OTHELLO B. CAPUNO
Vice President OVPRE

Approved:

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 del 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			Scale	s	
	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
	Makes self available to clients even beyond official time	(5)	4	3	2	1
	 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
	 Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. 	(3)	4	3	2	1
	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
	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
	 Suggest new ways to further improve her work and the services of the office to its clients 	(3)	4	3	2	1
	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.	(3)	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.	(3)	4	3	2	1
	 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		
	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
	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
	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
	 Accepts accountability for the overall performance and in delivering the outputs required of his/her unit. 	5	4	3	2	1
	 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					
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Overall recommendation:

MARIA JULIET C. CENIZA Immediate Supervisor

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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

		MECHANISM					
Activity Monitoring	M	eeting	140	Others (Pls.	Remarks		
	One-on-One	Group	Memo	Specify			
Monitoring			 				
Project's budget balance	\checkmark	√					
		'					
Coaching							
Filing of documents (Purchase	,			1			
request, vouchers, etc)	√	\checkmark					
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

MARIA JULIET C. CENIZA

Next Higher Superviso

cc: OVPI ODAHRD PRPEO

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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	e Management System.
Proposed Interventions responsibilities:	to Improve Performance and/or Competen	ce and Qualification to assume higher
Date: August 1, 2018	Target Date: _	August 24, 2018
First Step:		
Enjoin he	r to attend training relative to Perform	ance Management.
Result:		
Had attended the PRIME subject.	-HRM training last August 24, 2018, and was a	able to update her knowledge on the
Date: September, 20	18 Target Date:	November, 2018
Next Step:		
Outcome:		
Was able to use her k	nowledge in the making of OPCR / IPCR for (CY 2018.
Final Step/Recommend	ation:	
Prepared by:	Conform:	11.1.1
MARIA JULIET C.	CENIZA	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	

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	students		- Carivass supplies/materials		
	students Facilitated services during the faculty evaluation by Students Students		Canvassed supplies/materials (28)		
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4	December 2018 December 2018 Very Impressive		December 2018 December 2018 Very Impressive		
	Very Satisfactory	•	Very Satisfactory		

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

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

Center/Director