

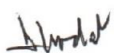
**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JULY TO DECEMBER 2019**

Name of Administrative Staff : **PAMELA H. URDANETA**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.872	70%	3.410
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	30%	1.47
			4.885

TOTAL NUMERICAL RATING :	<u>4.885</u>
Add: Additional Approved Points, if any :	<u>-</u>
TOTAL NUMERICAL RATING :	<u>4.885</u>
ADJECTIVAL RATING :	<u>Outstanding</u>

Prepared by:


PAMELA H. URDANETA
Name of Staff

Reviewed by:


MARIA JULIET C. CENIZA
Center Director

Approved:


OTHELLO B. CAPUNO
VP for Research & Extension




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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 July to December, 2019.


PAMELA H. URDANETA
Admin. Aide VI


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

MFO No.	MFOs/PAPs	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	General Administration and Support Services (GASS)										
8	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	NCRC-V Core Staff	Customer friendly frontline services	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).	NCRC-V Core Staff, SRA/Aide, Admin Aide	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	110	5	5	5	5.00	
				Prepares cash advance, liquidations, reimbursements	30	55	4	5	5	4.67	
				Prepares Annual Procurement Plan (APP)	5	12	5	5	5	5.00	
				Prepares PDS, SALN	6	12	5	5	5	5.00	
				Prepares MOA/MOUs for coconut contract/copra processors	25	38	5	5	5	5.00	
				Prepares renewal of appointment	5	26	5	5	5	5.00	
				Photocopy documents such as memorandum and other supporting documents	50	78	5	5	5	5.00	
				Books/arranges plane tickets	10	18	5	5	5	5.00	

				Facilitates services during the faculty evaluation by students	10	30	5	5	5	5.00	
				Entertains queries to walk-in clients and visitors	50%	70%	5	5	5	5.00	
				Assists/helps facilitate IHR and Planning Workshop	1	1	4	4	4	4.00	
				Assists/helps facilitate training	1	3	5	4	5	4.67	
										4.872	
Average Rating				4.872	Comments and Recommendations for Development Purpose: <i>Hardworking. Still very willing to learn & accept suggestions.</i>						
Punctuality											
Approved Additional Points (w/ copy of Approval)											
FINAL RATING				4.872							
ADJECTIVAL RATING				Outstanding							

Evaluated by:

MARIA JULIETA C. CENIZA
Center Director

Date:

Recommending Approval:

JOSE L. BACUSMO
Director for Research

Approved:

OTHELLO B. CAPUNO
Vice President for Research and Extension

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : July to December 2019

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 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	5	4	3	2	1
	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 needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
	Total Score					
	Average Score					

Overall recommendation :

Recommended for attendance to trainings to enhance more administrative skills

MARIA JULIET C. GENIZA
SUPERVISOR

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: JULY to DECEMBER 2019

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

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 <div>Budget</div>	√	√			
Coaching <div>filing of documents</div>	√	√			

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 2019

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: August 1, 2019 Target Date: August 24, 2019

First Step: _____
_____ Conduct review of the essential customer service skills
as a frontliner (Administrative Aide VI) of NCRC-V

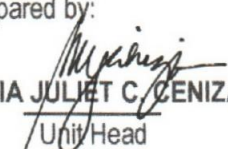
Result: _____

Date: September, 2019 Target Date: November, 2019

Next Step: _____

Outcome: _____
Efficient and customer friendly frontline services.

Final Step/Recommendation: _____

Prepared by:

MARIA JULIET C. ZENIZA
Unit Head

Conform:

PAMELA H. URDANETA