



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
91. Numerical Rating per IPCR	4.97	70%	3.48
102. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.96

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.96

FINAL NUMERICAL RATING 4.96

ADJECTIVAL RATING: Outstanding

Prepared by:

MARIA ELSA M. UMPAD

Name of Staff

1/19/24

Reviewed by:

ALLEN GLENNIE P. LAMBERT

Department/Office Head

1/19/24

Recommending Approval:

ALLEN GLENNIE P. LAMBERT

Executive Secretary.

1/19/24

Approved:

DANIEL LESLIE S. TAN

OIC-President

1/22/24

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MARIA 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 and accomplishments in accordance with the indicated measures for the period Jan-December 2023.

[Signature]
MARIA ELSA M. UMPAD

Ratee *1-18-24*

APPROVED:

[Signature]
ALLEN GLENNIE P. LAMBERT

Head of Office *1-18-24*


UMF O No.	OP MFO	MFOs/PAPs	Success Indicators	Task Assigned	Target	Accomplish- ment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Administration Support Services											
	OP MFO 1	General Administratio n and Support Services	Zero Complaint administrative services from clients	Provides 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 complaints	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	Maintains personal workspace to ISO 5s	100%	100%	5	5	5	5.00	
	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/edited/countersi gned	1,100	3,843	5	5	5	5.00	
			No. of documents reviewed, processed & released within the day it is acted by the President or OIC	Screens & reviews and countersigns documents for Pres./OIC action	15,000	17,009	5	5	5	5.00	
			No. of reports prepared for submission to Planning Office, QAC and funding agencies	Prepares reports / documents for submission	5	12	5	5	4	4.67	
			No. of correspondence prepared / drafted / reviewed	Prepares drafts for communications, reviews and finalizes such documents	380	1,872	5	5	5	5.00	

			Effective and Efficient Public Relations Services								
			No. of MOU/MOAs forged for establishment of linkages	Screens, packages MOAs for President's approval, countersigns the MOA and facilitates signatories of persons involved and submits for BOR confirmation	180	661	5	5	5	5.00	
			Effective and Efficient President's Calendar Management								
			No. of events organized/coordinated/photodocumented	Coordinates resource persons, arranges venue, accommodation, meals, transportation, and other logistics	30	35	5	5	5	5.00	
			100% of meetings and travels convened/presided/ facilitated/photo-documented	Plans and schedules meetings, appointments and travel of Univ. Pres.	100%	100%	5	5	5	5.00	
			100% of committee assignments steered and complied	Facilitates/complies committee assignments	100%	100%	5	5	5	5.00	
		<i>Total Over-all Rating</i>									54.67/11 = 4.97


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

Comments and Recommendations for Development Purpose:
 She is committed to work beyond office hours in order to finish her job assignments, reports early and renders overtime if necessary. She should attend capacity development trainings related to her position specially supervisory trainings.

Evaluated and Rated:


ALLEN GLENNIE P. LAMBERT
 Unit Head
 Date: 1/18/24

Recommending Approval:


ALLEN GLENNIE P. LAMBERT
 Unit Head
 Date: 1/18/24

Approved by:


DANIEL LESLIE S. TAN
 OIC-President
 Date: 1/19/24

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: Maria Elsa M. Umpad

Position: Administrative Officer IV

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		59				

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		25				
Average Score		4.94				

Overall recommendation : Outstanding


ALLEN GLENNIE P. LAMBERT

Printed Name and Signature

Head of Office 1/18/24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Executive Secretary/OP

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				

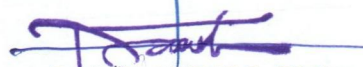
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ALLEN GLENNIE P. LAMBERT
 Immediate Supervisor

1/18/24

Verified by:


DANIEL LESLIE S. TAN
 Next Higher Supervisor

1/19/24

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIA ELSA M. UMPAD**

Performance Rating: Outstanding

Aim: Develop management capability.

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: December 2023

First Step: Attend training on human resource management / supervisory management / leadership / conflict management

Result: Improve human resource management capability

Attended the supervisory management training conducted by Civil Service Commission.

Date: January 2024

Target Date: June 2024

Next Step: Utilize learnings from training in office situation

Attend related capability trainings useful in the office situation.

Benchmarking activities in which the learnings will enhance the performance of her functions.

Outcome: Improved human resource management capability.

Improved office administration.

Final Step/Recommendation:

Assign responsibilities related to the learning during capability trainings.

Prepared by:


ALLEN GLENNIE P. LAMBERT
Unit Head

1/18/24

Conforme:


MARIA ELSA M. UMPAD

Ratee 1/18/24