



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **VANESSA MAY B. MILAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: 4.75


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.75


FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: Outstanding

Prepared by:


VANESSA MAY B. MILAN
Admin. Aide

Reviewed by:


JEROME O. ARRIBADO
Director, Eco-FARMI

Recommending Approval:


IVY C. EMNACE
Director for Research

Approved:


SANTIAGO T. PEÑA, JR.
Vice President



"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VANESSA MAY B. MILAN, an administrative staff of the **Eco-Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rated on the attainment of the following **accomplishments** in accordance with the indicated measures for the period **January to June 2024**


VANESSA MAY B. MILAN

Ratee

Date: July 1, 2024

Approved:


JEROME O. ARRIBADO

Unit Head


Date: July 3, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeline	Average	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as support staff.	zero% non-conformity	zero% non-conformity	5	5	5	5	
UMFO 6. General Admin. & Support Services (GASS)										

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Entertains clients and stakeholders and ensure that their concerns are acted to by faculty concerned and helps facilitate the implementation of Instruction and RDE programs of EcoFARMI	100% compliant	100% compliant	5	5	5	5	
			Provides support services and assistance in the operation of the administrative function of EcoFARMI, and performs other related tasks as maybe assigned from time to time	100% compliant	100% compliant	5	5	5	5	
	PI 3: Additional Outputs	No. of documents (administrative/financial, projects', and incoming) effectively acted	Prepares/processess administrative documents (OIC Recommendation, Recommendation & Appointment of Project/Study Leader and Project Staff, Leaves, Contract of Service, etc.)	30	300	5	5	4	4.67	

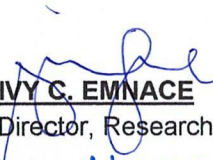
			and financial documents (Cash Advance, Replenishments, CA Liquidation, Payroll, Travel, Travel Request, RIS, Purchase Request, etc.).	30	200	5	5	4	4.67	
			Prepares the Institute's Minutes of Meeting	10	5	5	4	5	4.67	
		No. of SPMS documents evaluated and signed	Encodes/prepares OPCR/IPCR of the Insitute and its administrative staff	12	6	5	5	5	5	
	Total Over-all Rating								34.01	
	Average Rating								4.86	
	Adjectival Rating								0	

Evaluated and rated by:



JEROME O. ARRIBADO
 Director Eco-FARMI

Date: July 9, 2024

Recommending Approval:


IVY C. EMNACE
 Director, Research
 Date: July 9, 2024

Approved by:


SANTIAGO T. PEÑA, JR.
 VP for RE
 Date:

Comments and Recommendations for
Development Purposes:

Attend training related to administration and support services. Maintain the organized document filling.

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January-June 2024

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

Name of Employee : **VANESSA MAY B. MILAN**

Head of Office : **JEROME O. ARRIBADO**

Number of Personnel: 1

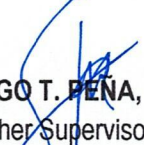
Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring Meeting and discussion update of the monthly accomplishments		February 2, 2024, March 4, 2024, April 3, 2024, May 6, 2024, June 11, 2024				
Coaching Preparation of documents/ reports and keeping of records according to standard Conducted consultations	Every month of the 1st and 2nd quarter 1st quarter and 2nd quarter of 2024					

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

Conducted by:


JEROME O. ARRIBADO
 Immediate Supervisor

Noted by:


SANTIAGO T. PEÑA, JR.
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January-June 2024

Name of Employee : VANESSA MAY B. MILAN

Performance Rating:

Aim: To be efficient in performing administrative tasks and any given tasks.

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

Date: January Target Date: within the 1st Quarter of 2024

First Step:

Permit participation and involvement in training sessions, seminars, workshops, and meetings held at the institute or OVPREI level.

Result:

Attendance at meetings, seminars, trainings or workshops that will provide new knowledge in administrative functions

Date: April Target Date: within the 2nd quarter of 2024

Next Step:

Attendance at trainings or workshops in filing, record-keeping, and processing of documents that are in line with the procedures and guidelines of the institute.


Outcome:

Enhanced documentation preparation and record-keeping in compliance with the process


Final Step/Recommendation:

N/A

Prepared by:


JEROME O. ARRIBADO
Unit Head

Conforme:


VANESSA MAY B. MILAN
Name of Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2024**

Name of Staff: **VANESSA MAY B. MILAN**

Position: **ADMIN. AIDE 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		54				
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		4.5				
Overall recommendation:						
Continue your commitment support for the Institute.						


JEROME O. ARRIBADO
 Immediate Supervisor