

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : PAMELA H. URDANETA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.956	70%	3.469
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.000	30%	1.500
			4.969

TOTAL NUMERICAL RATING :	4.969
Add: Additional Approved Points, if any :	-
TOTAL NUMERICAL RATING :	4.969
ADJECTIVAL RATING :	Outstanding

Prepared by:


PAMELA H. URDANETA
Name of Staff

Reviewed by:


MARIA JANET C. CENIZA
Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, PAMELA H. URDANETA, Administrative Aide IV 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 2017.

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	1	4	5	5	4.67	
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/GPs monitored, supervised and managed									
	Preparation of documents		Prepares permit to carry out NCRC-V product	50	100	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 conspicuously									
	Efficient and customer friendly frontline service		Entertains queries to walk-in clients and visitor	50%	100%	5	5	5	5.00	

Instrument for Performance Effectiveness of Administrative Staff
Rating Period : July - December 2017

Name of Staff : **PAMELA H. URDANETA**Position : **Administrative 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		60				

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		25				
Average Score		5				

Overall recommendation :

MARIA JULIET C. GENIZA
Director, NCRC-V



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



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, PAMELA H. URDANETA, Administrative Aide IV 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 January to June 2018.

PAMELA H. URDANETA
Administrative Aide VI

Date: _____

MARIA JULIET C. CENIZA
Director, NCRC-V

Date: _____

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