

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : LILIBETH VICTORIA V. PAGALAN

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (4)
1. Numerical Rating per IPCR	4.560	70%	3.192
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.830	30%	1.449
			4.641

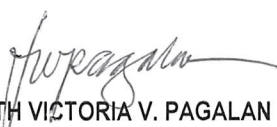
TOTAL NUMERICAL RATING : 4.641

Add: Additional Approved Points, if any :

TOTAL NUMERICAL RATING : 4.641

ADJECTIVAL RATING : Outstanding


Prepared by:

  
LILIBETH VICTORIA V. PAGALAN  
Name of Staff

Reviewed by:

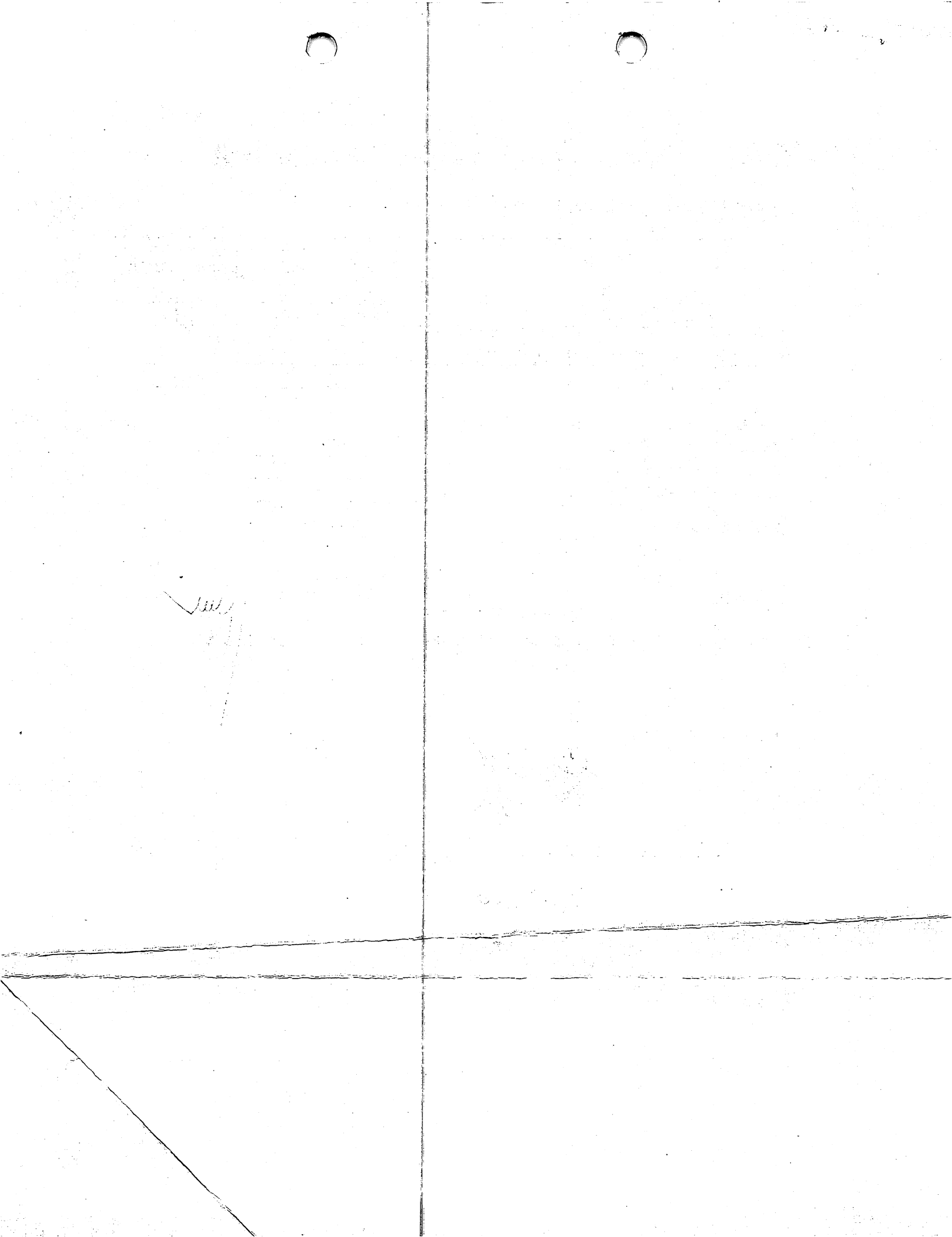
  
ROMEL B. ARMECIN  
Office Head

Recommending Approval:

  
EFREN B. SAZ  
Director for Extension

Approved:

  
OTHELLO B. CAPUNO  
VP for Research & Extension



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LILIBETH VICTORIA V. PAGALAN, Administrative Aide IV of the Ecological Farm and Resource Management Institute (Eco-FARMI), Visayas State University and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period August 2018 to December 2018.

LILIBETH VICTORIA V. PAGALAN

Ratee

ROMEL B. ARMECIN

Unit Head

MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Accomplishment		Rating				Remarks
					Actual	Details of accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 6	General Admin. & Support Services	PI 1: No. of staff supervised and monitored									
		PI 2: No. of meetings conducted									
		PI 3: No. of letters/ memos issued									
		PI 4: No. of reports/ documents submitted									
		PI 5: No. of documents reviewed/ signed									
		PI 6: Amount of funds generated outside VSU									
		PI 7: No. of IGP/STF's supervised									
		PI 8: No. of reports/ docs reviewed	Prepares monthly summary production and sales report	6	6		4	4	4	4	
		PI 9: Additional outputs									
		Efficient and customer-friendly frontline service	Entertains clients and / or refers clients to appropriate technical staff for his/her concerns	12 clients with zero complaints	15 clients with zero complaints		5	5	5	5	



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<b>Total Over-all Rating</b>	Ave. Rating (Total Over-all rating divided by __)	4/9	4.56
	Additional Points: * Punctuality		
	* Approved Additional points (with copy of approval)		
	<b>FINAL RATING</b>		
	<b>ADJECTIVAL RATING</b>		0

Evaluated and rated by:

**ROMEL B. ARMECIN**

Unit Head

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

Recommending Approval:

**EFREN B. SAZ**

Director for Extension

Comments and Recommendations for Development Purposes:

Needs further training  
on data-base management  
& archiving

Approved by:

**OTHELLO B. CAPUNO**

VP for Research & Extension

Notes on the shell  
Fam. Perna edulis  
provided to

Dr. J. H. S.

Specimen

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Instrument for Performance Effectiveness of Administrative Staff  
Rating Period : August - December 2018

Name of Staff : LILIBETH VICTORIA V. PAGALAN

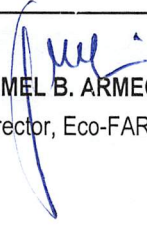
Position: Administrative Aide IV

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
<b>Total Score</b>						
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
<b>Total Score</b>		18				
<b>Average Score</b>		4.83				

Overall recommendation :

  
ROMEL B. ARMECIN  
Director, Eco-FARMI



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# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July - December 2018

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

Name of Employee: **LILIBETH VICTORIA V. PAGALAN**

Head of Office : **ROMEL B. ARMECIN**

Number of Personnel: 1

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. Specify)		
	One-on-One	Group				
Monitoring						
Proper archiving of office reports		Sept. 2018				
Coaching						
Discussion on the use of computers for e-filing		Oct. 2018				

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

Conducted by:

Noted by:

*[Signature]*  
**ROMEL B. ARMECIN**  
 Immediate Supervisor

*[Signature]*  
**OTHELLO B. CAPUNO**  
 Next Higher Supervisor

cc: OVPI  
 ODAHRD  
 PRPEO

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**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: August - December 2018**

**Name of Employee** : LILIBETH VICTORIA V. PAGALAN  
**Performance Rating** : \_\_\_\_\_

**Aim:** To develop the knowledge and skills needed to perform effectively the functions of an Administrative Aide IV.

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

**Date:** August 2018 **Target Date:** within 3rd Quarter 2018

**First Step:**

Review the duties and responsibilities of an Administrative Aide IV position.

Seek trainings relevant to administrative work.

**Result:**

Developed strategies and skills to improve performance through coaching.

**Date:** October 2018 **Target Date:** within 4th Quarter 2018

**Next Step:**

Seek orientation, seminar, and/or training to improve customer service.

**Outcome:**

Improved and efficient customer service skills

**Final Step/Recommendation:**

Continue seeking/attending relevant seminars/trainings to improve efficiency as an office administrative aide.

Prepared by:

  
**ROMEL B. ARMECIN**  
Immediate Supervisor