



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **Pasa, Janet O.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.93	70%	3.45
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.95</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING: **4.95**

ADJECTIVAL RATING: **Outstanding**


Prepared by:

  
**PRECILA C. BELMONTE**  
Temp. Administrative Officer

Reviewed by:

   
**MARLON M. TAMBIS/ EDGARDO. TULIN**  
Assistant Director/ Director

Approved:

  
**DENNIS P. PEQUE**  
VP for Res., Ext., &  
Innovation

**"EXHIBIT B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, **JANET O. PASA**, Administrative Aide III of the Philrootcrops accomplished the following targets in accordance with the indicated measures for the period July 1 to December 31, 2023.

Prepared by:

Approved:

**JANET O. PASA**

Adm. Aide III/Ratee

2/6/24

**MARLON M. TAMBIS / EDGARDO E. TULIN**

Assistant Director / Director

MFO & PAPs	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
OVPI MFO 1 Administrative and Facilitative Services									
	PI 1. Number of documents, reports and communications received, evaluated, facilitated and recorded	Facilitates submission of dept/center's letter requests to appropriate body	45	530	5	5	5	5	
		Takes charge of internal and external communications and financial documents for signature and distribution to Center Director and external communications, memoranda, circular, etc.	150	605	5	5	5	5	
		Receives, records, checks and countersigned various documents and facilitates signature of the head/assistant director/director	200	780	5	5	5	5	
		Reports and communications filed	150	350					

	P1 2. Number of standard government and ISO forms received, attended and countersigned	Facilitates signature of other government forms from the dept./center for the signature of the dept. head/diretor/assistant director	50	655	5	5	5	5	
		Types Travel Order	25	12					
		Types/assists in Application for Leave	15	69					
		Assists/prepares DTR printing	10	75	5	4	4	4-33	DTRs June to November 2023
		Types communications (OIC letter, request, etc...)	-	26					
		Types TripTicket	10	12					
	P1 3. Number of financial documents typed	Types payrolls/vouchers (Job Orders)	250	573	5	5	5	5	
		Types honorarium Vouchers of PhilRootcrops Staff and other agencies	20	15	5	5	5	5	
		Types reimbursement / replenishments (supplies/travell/courier)	20	28	5	5	5	5	
		Types Purchase Request, PCV, RPPCV, Inspections and Acceptance Report, etc...	-	183	5	5	5	5	Replenishment of petty cash advance and liquidations
		Types liquidations (supplies/travell/courier)	-	17					Petty cash advances and travels
		Types payment vouchers and RIS (fuel)	10	5	5	4	4	4-33	
		Types Cash Advances(supplies/travel)	10	13	5	5	5	5	



		Types vouchers for fund transfer to NCT cooperating stations	5	—					
		Types statement of fund releases to NCT cooperating stations	5	—					
	PI 4: Number of Recommendations, contracts, appointments typed	Types Recommendations of SRAs/Aides charged to PS and casual employees	4	8					
		Types Contracts of SRAs/Aides charged to PS	4	8					
		Types Appointments of project (NCT Program and other projects)	4	17	5	5	5	5	
		Types Contracts of SRA/Aide charged to MOOE	25	26					
		Types Contracts of Clerks, Laborers, Welders, Painter, etc...	—	49					
		Types Emergency Appointments	—	9					
		Types Appointments for honorarium of PhilRootcrops staff & NCT stations	15	15	5	5	5	5	
	P1 5: Number of Casual and Contractual Employees assisted for appointment and renewal	Types and prints PDS, PDF, Oath of Office, Assumption of Duty and checklist for appointment and renewal	—	48					
	P1 6: Number of student forms/docs (Clearance, Overload, change of acad. Advisers, shifting forms, Report of Grade Completion, etc.) encoded, received, attended, prepared, reproduced and countersigned	Facilitates signature of student forms	10	30	5	5	5	5	

	PI 7. Number of Documents Controlled	Controls ISO documents (Communications, Accomplishments, Contracts, Certifications, ect.)	200	500	5	5	5	5	
	PI 8: Number of document tracking codes made and printed	Prints barcode for easy tracking of documents	—	500	5	5	5	5	
	PI 9. Number of Subjects evaluated	Acts as Evaluation facilitator of the Faculty evaluation	—	—					
<b>OVPI MFO 2. Frontline Services</b>									
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	100%	100%					
	Number of visitors received	Receives center visitors and refer them to appropriate office/Center personnel for assistance	25	150	5	5	5	5	
		Assist in serving snacks to visitors/meetings	—	15					
	Number of telephone calls	Telephone calls received/ answered	100	250					
<b>Best practices/new initiatives</b>									
	Use of Logbook/Record book	Records files/documents using record book for easy tracking of documents made (Payroll, Honorariums, Leave applications, Travel orders, etc..)	100%	100%	5	5	5	5	
	Other Resources	Uses the back of scratched papers for printing of payrolls, vouchers, ORS/BURS, purchase request, liquidations, etc...	100%	100%					

	Messengerial / Utility Jobs	Maintains cleanliness and orderliness of the office and performs messengerial jobs as the need arises	100%	100%	5	5	5	5	
	Do other duties	Takes charge in other responsibilities when the incharge is on leave or on travel	100%	100%	5				
Total Over-all Rating									


Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purpose:  To attend capability build-up trainings/seminars on filing of documents
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING		4.93	
ADJECTIVAL RATING		Outstanding	

Evaluated and Rated by:

  
**EDGARDO E. TULIN**  
 Director  
 Date: 2/8/24

  
**MARLON M. TAMBIS**  
 Assistant Director  
 Date: 2/8/24

Approved:

  
**DENNIS P. PEQUE**  
 VP for Research, Extension & Innovation  
 Date: 2/12/24

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: Janet O. Pasa

Position: Administrative Aide III

**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	5	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	(5)	4	3	2	1
Score	Total				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	5.0				

Overall recommendation : \_\_\_\_\_

  
**MARLON M. TAMBIS/EDGARDO E. TULIN**  
 Assistant Director/Director 2/8/24



PERFORMANCE MONITORING & COACHING JOURNAL

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
X	3 <sup>rd</sup>	
X	4 <sup>th</sup>	

Name of Office: **PhilRootcrops**

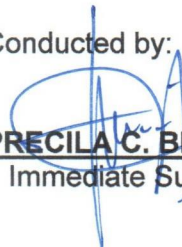
Head of Office: **Dr. Edgardo E. Tulin & Prof. Marlon M. Tambis**

Name of Personnel: **Janet O. Pasa**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> <u>3<sup>rd</sup> Quarter / 4<sup>th</sup> Quarter</u>  a. Monitoring of the assigned office activities	One-on-one discussion with the concerned staff regarding feedback from other personnel and visitors on the assigned office activities e,g office document preparation	Meeting with staff under the Administrative Division to tackle issues (negative and positive feedback) of other PhilRootcrops personnel	memo to attend the meeting		Negative feedback from concerned personnel were addressed  Office procedures were properly followed
<b>Coaching</b>  Coaching of staff on the proper procedure in doing the assigned tasks  Encouraging the staff under the Administrative Division to attend learning and development such as training offered by the University	One-on-one coaching	Group coaching through meetings and even in group discussions			Positive response to the coaching activity, negative feedback on the assigned office activity were immediately addressed

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

Conducted by:

  
**PRECILA C. BELMONTE**  
 Immediate Supervisor

Noted by:

   
**MARLON M. TAMBIS / EDGARDO E. TULIN**  
 Assistant Director/Director

**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **JANET O. PASA**

Performance Rating: \_\_\_\_\_

Aim: To come up systematic office procedures in accordance to ISO standard  
for efficient client service satisfaction

Proposed Interventions to Improve Performance:

Date: July 1, 2023Target Date: December 31, 2023

First Step:

- 
- Meeting and coaching of staff to come up with an effective office procedures e.g.; receiving of outside documents; receiving of in-house documents; recording of documents, database of documents (in Excel format) and use of office forms in accordance to ISO standard

Result:

- 
- Outside documents received stamped with "Received" with date and signature of the receiver; numbered, photocopied and distributed to persons concerned
  - File copy properly filed
  - Inside documents properly checked prior to signature of the persons concerned
  - Typed requested and necessary office document (payroll, vouchers, etc.)
  - Started inputting documents in Excel format for recording purposes
- 

Date: January 1, 2024Target Date: June 30, 2024

Next Step:

Periodic monitoring of assigned jobsTo attend related training on office procedures

Outcome: Documents properly documented, labeled and filed  
Forms used for every document is in accordance to ISO standard

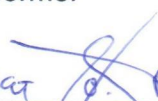
Final Step/Recommendation:

- To maintain performance and or exceed the current performance.
- To attend trainings on office procedures, computer programs manipulation and front line services, health and wellness and stress management.

Prepared by:

  2-8-24  
**MARLON M. TAMBIS/EDGARDO E. TULIN**  
Asst. Director/Director

Conforme:

  
Name of Ratee /Faculty/Staff  
