

At 10990
1729

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: PAMELA P. ORAÑO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	.70	3.311
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.65	.30	1.395
TOTAL NUMERICAL RATING			4.706

TOTAL NUMERICAL RATING: 4.706
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.706

ADJECTIVAL RATING: Outstanding


Prepared by:


PAMELA P. ORAÑO
Name of Staff

Reviewed by:


MILAGROS C. BALES
Director, QAC

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Pamela P. Orano, of the Quality Assurance Center 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, 2019.

PAMELA P. ORANO
RATEE

Date: _____



MILAGROS C. BALES
Head of Unit

Major Final Output/Performance Indicator	TASK	Target	Accomplishment as of June 2019	% Accomplishment as of June 2019	Rating				Remarks
MFO 1: Program and institutional accreditation services					Q ¹	E ²	T ³	A ⁴	
PI 1. Number of Degree Programs to schedule for accreditation/and to pass the evaluation	1. Coordinate the scheduling, preparation and implementation of AACCUP accreditation activities (Level IV)	1	1	100%	5	5	5	5	
QAC MFO 2. Administrative Service									
PI 1. Number of pages of documents to photocopy as supporting Documents for AACCUP, ISA, CHED Monitoring/RQAT, ISO, etc)	2. Photocopy documents for various accreditation / certification activities	1000 pages	2000	200%	5	5	5	5	
PI 2. Number of PPPs to review and print for the internal technical evaluators for corrections (for IV accreditation in the VSU Main campus)	3. Review and print PPPs for the technical evaluators	20	20	100%	5	5	5	5	
PI 3. Number of PPPs to edit and print for the AACCUP accreditors and for QAC files	4. Edit and print PPPs for the accreditors and for QAC file	20	20	100%	5	5	5	5	


Control No-026

PI 4. Percentage of preparedness for 5s	4. Improve filing of documents in preparation for the 5S internal audit	10 %	15%	150%	4	4	4	4	
PI5. Number of OPCR/IPCR, DTR , Leave applications, PRS, BURs prepared	5. Prepared of OPCR/IPCR, DTR , Leave applications, PRS, BURs prepared	2	8	400%	4	4	4	4	
PI6 Number communications, TOS/syllabus received and clearances countersigned	6. Number communications, TOS/syllabus received and clearances countersigned	25	30	120%	5	5	5	5	
QAC MFO 3. Support to Operations									
PI 1. Number of meetings, workshop/Writeshop benchmarking to schedule/facilitate (AACCUP, ISO, RQAT, etc.)	7. Schedule and spearhead/facilitate the conduct of workshop/Writeshop benchmarking activities in relation to AACCUP, ISO, ISA, RQAT activities	10	20	200%	4	5	5	4.67	
Number of programs to monitor for compliance of the Mandatory Requirements for Levels IV	8. Monitor for compliance of the Mandatory Requirements for Level IV (Agriculture, BSED and BEED)	10 areas	30 (for BSA, BEED and BSED)	120%	4	5	5	4.67	
QAC MFO 4. Efficient and customer-friendly frontline service									
Efficient and customer-friendly frontline service	9. . Provide efficient and customer-friendly frontline service to QAC clients	No complaint	No complaint	No complaint	5	5	5	5	


Total Over-all Rating	47.34
Average Rating (Total Over-all rating divided by	4.73
Additional Points:	
Approved Additional Points (with copy of approval)	
FINAL RATING	4.73
Adjectival Rating	Outstanding

Comments and Recommendations for Development Purpose:

Evaluated and Rated by:


MILAGROS C. BALES
HEAD OF UNIT

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

TRACKING TOOL FOR MONITORING TARGETS
Jan to June 2019

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1: Program and institutional accreditation services								
PI 1. Number of Degree Programs to schedule for accreditation/and to pass the evaluation	1. Coordinate the scheduling, preparation and implementation of AACCUP accreditation activities (Level IV)	MCBales, EEOny,MMagdadaro Jr., PPOraño, RASValenzona, CUriate	Jan to May 2019	x	x	x	x	
PI 2. Percent preparation for ISO:9001-2015	2. Facilitate preparations for ISO certification of VSU (coordinate conduct of meetings, workshops, etc.)	MCBales, EEOny,MMagdadaro Jr., PPOraño, RASValenzona, CUriate	Jan to June 2019	x	x	x	x	
MFO 2. Administrative Services								
PI 1. Number of pages of documents to photocopy as supporting Documents for AACCUP, ISA, CHED Monitoring/RQAT, ISO, etc)	1. Photocopy documents for various accreditation / certification activities	PPOraño, RASValenzona, CUriate	Jan to June 2019	x	x	x	x	
PI 2. Number of PPPs to review and print for the internal technical evaluators for corrections (for IV accreditation in the VSU Main campus)	1. Review and print PPPs for the technical evaluators	MCBales, PPOraño, RASValenzona, CUriate	Jan to May 2019	x	x	x	x	
PI 3. Number of PPPs to edit and print for the AACCUP accreditors and for QAC files	2. Edit and print PPPs for the accreditors and for QAC file	MCBales, PPOraño, RASValenzona, CUriate	Jan to May 2019	x	x	x	x	
PI 4. Percentage of preparedness for 5s	3. Improve filing of documents in preparation for the 5S internal	MCBales, PPOraño,	Jan to June 2019	x	x	x	x	

	audit	RASValenzona, CUrate						
MFO 3: Support to Operations								
PI 1. Number of meetings, workshop/Writeshop benchmarking to schedule/facilitate (AACCUP, ISO, RQAT, etc.)	1. Schedule and spearhead/facilitate the conduct of workshop/Writeshop benchmarking activities in relation to AACCUP, ISO, ISA, RQAT activities	MCBales, EEOny PPOraño, CRelin, RASValenzona, CUrate	Jan to June 2019	x	x	x	x	
Number of programs to monitor for compliance of the Mandatory Requirements for Levels IV	2. Monitor for compliance of the Mandatory Requirements for Level IV (Agriculture, BSED and BEED)	MCBales, PPOraño	January to June 2019	x	x	x	x	
MFO 4: Efficient customer friendly assistance								
Efficient and customer-friendly frontline service	3. Provide efficient and customer-friendly frontline service to QAC clients	PPOraño, RASValenzona, CUrate	January to June 2019	x	x	x	x	

Prepared by:


MILAGROS C. BALES
 QAC Director

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019

Name of Staff: Pamela O. Oraño Position: Administrative Aide IV

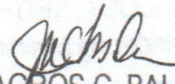
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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					
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					
79					
Average Score					
4.65					

Overall recommendation : _____


MILAGROS C. BALES
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **PAMELA P. ORAÑO**

Performance Rating (Previous Rating Period): **Outstanding**

Aim: To improve capability to facilitate quality assurance activities of the university

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

Date: **July 2019**

Target Date: **January to June 2019**

First steps:

- Discussion about the process of preparing, reviewing, reproduction and distribution of documents related to quality assurance activities
- Discussion about the process of assisting taskforce members of the different quality assurance activities in the preparation of the needed documents.

Result:

- Development / Improvement of a system to improve process of preparing for the various Quality Assurance Activities;

Date: **July 2019**

Target Date: **July to December 2019**

Next Step:

- Enable her to attend trainings/seminar workshops related to ISO, CHED-ISA and AACUP Accreditation.
- Involve her in the facilitation of the various workshops organized by QAC.

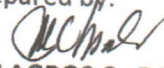
Outcome:

- Increased efficiency in facilitating various activities in preparation for the quality assurance activities.

Final Step/Recommendation:

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:


MILAGROS C. BALES
QAC Director