

		Number of inventories done	Inventory of office supplies	1	1	4	5	5	4.70	
ACRO MFO 2. Administrative Function										
		Number of Staff Supervised	Supervised upkeep of Balay Alumni Lobby & Surrounding	3	3	4	5	5	4.70	
		Number of Tracer forms Encoded	Supervised Database Encoding	1,200	3,430	5	5	5.00	5.00	
		Number of ID Printed by SA as scheduled	Supervised ID Printing	700	361*	3	5	5	4.33	
		Number of ID released as requested	Records ID released as requested	100%	100%	5	5	5	5.00	
		Number of deposit slips for alumni membership and ID's received & recorded	Record of VSUAAI membership and ID payments slip paid	100%	100%	5	5	5	5.00	
		Number of documents filed	Filing of Documents	100%	100%	5	5	5	5.00	
		Number of PR's and vouchers prepared	Preparation of PR's and voucher	24	29	5	5	5	5.00	

* - data until Nov. 2021 ID incharge on Leave

Total Over-all Rating									68.06	
Average Rating									4.86	
Adjectival Rating									Outstanding	

Evaluated and Rated by:


ELSIE E. SALAMAT
 ACRO Head

Approved by:


DILBERTO O. FERRAREN
 VP, PRGAS