

University of the Philippines

MINDANAO

TARGETS AND ACCOMPLISHMENTS FORM (TAF)

I, VINA ROSE N. GALVEZ, JUNIOR UTILITY WORKER of the LAND RESERVATION MANAGEMENT OFFICE, commit 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, 2024.

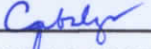

Scale for

Outstanding	130% and above	5
Very Satisfactory	115% - 129%	4
Very Satisfactory	100% - 114%	3
Unsatisfactory	51% - 99%	2
Poor	Below 50%	1

VINA ROSE N. GALVEZ

Ratee

Date: _____

b. Reviewed by:	Date	c. Approved By:	Date
 CAROL Q. BALGOS		 JOEL N. SAGADAL	7.31.24
Immediate Supervisor		Unit Head/Project Leader	

Major Final Output (d)	Success Indicator (Targets+Measures) (e)	Actual Accomplishments (f)	% Distribution (g)	Rating				Ave Score (I=g x k) (l=g x k)	Remarks (m)
				Q1 (h)	E2 (i)	T3 (j)	A4 (K = ave of h,i,j)		

Strategic Functions: N/A

Core Tasks: Administrative Functions

Drafted Travel Requests	KPI: Draft travel request Measure: No. of Travel request drafted Target: 4	12 travel request	15%	5	5		5	0.75	
Prepared PPMP, PR, PO, Liquidation Reports and Voucher	KPI: Prepare PPMP, PR, PO, Liquidation Reports and vouchers Measure: Percentage of prepared PPMP, PO, PR and vouchers of the office Target: 80%	100% 35 PPMP 21 PR 28 PO 13 liquidation report 177 voucher	30%	5	4		4.5	1.35	
Maintained ISO Requirements	KPI: Maintain ISO Requirements Measure: Percentage of monitored files of the office by matrix of records and Masterlist of external Generated Documents Target: 80%	100% monitored files of the office by matrix of records and masterlist of external Generated	10%	5	4		4.5	0.45	

Maintained Record System	KPI: Maintain Record System Measure: Percentage of monitored files of the office and maintained the records filing based on the RM System Target: 80%	100% monitored files of the office and maintained the records filing based on the RM System	10%	5	4	4.5	0.45
Delivered documents to various offices	KPI: Deliver documents to various offices Measure: No. of delivered documents and vouchers office Target: 80%	100% 197 vouchers 75 documents	15%		4	4	0.6
Assisted preparations for the training and activities	KPI: Assist preparations for the training and activities Measure: Prepared evaluation form and other form that are needed for the training Target: 4	13 training prepared	10%		5	5	0.5
Encoded and scanned attendance and evaluation forms	KPI: Assistance in the preparation of training materials Measure: Percentage of attendance sheet and evaluation form are encoded, Target: 80%	100% 13 training attendance and evaluation form encoded	10%	5	4	4.5	0.45
o. Final Average Rating:							
Adjectival		Numerical		- 4.55			
Legend for Final	Adjectival Rating	Numerical Rating	Adjectival Rating:	Numerical Rating			
	Outstanding	5.00	Unsatisfactory	2.00-2.99			
	Very Satisfactory	4.00-4.99	Poor	1.00-1.99			
	Satisfactory	3.00-3.99					
p. Comments and Recommendations for Development Purposes (please use UP SPMS Form No. 5 for Staff Development Plans)							
q. Discussed with		r. Assessed by: (if applicable)		s. Final rating by:		Date	
VINA ROSE N. GALVEZ		I certify that I discussed my assessment of the performance with the employee. CAROL Q. BALGOS		JOEL N. SAGADAL			
Name and Signature of Staff		Supervisor		Unit Head/Project Leader			

Overall Rating Scale

NUM	4.51-5.00	3.51-4.50	2.51-3.50	1.51-2.50	.51-1.50
ADJ	O	VS	S	U	P

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