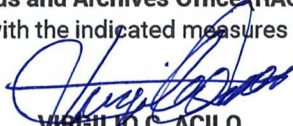# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VIRGILIO C. ACILO** of the **Records and Archives Office (RAO)** 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 1 to June 30, 2024.**

Approved:

VIRGILIO C. ACILO
Ratee   7/19/24

MARIA ROBERTA S. MIRAFLOR
Head, Records and Archives Office   7/19/24

MFOs & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
UMFO 5: SUPPORT TO OPERATIONS (STO)									
VPAF STO3: ARTA aligned compliance and reporting requirements									
ASO STO3: ARTA aligned frontline services									
RAO STO3: **ARTA aligned frontline services**	PI 1: Efficient & customer friendly frontline services	Attends to queries of clients	100%	100% accomplishment	5	5	5	5	
		Efficient & customer-friendly frontline service	Zero percent complaints	100% no valid complaints from clients	5	5	5	5	
VPAF STO4: Innovations and Best Practices									
ASO STO4: Innovations and new Best Practices Development Services									
RAO STO4: **Innovations and Best Practices**	PI 2: Percent implementation of new innovations and best practices	Continuous implementation of inventory for both current and non-current personnel files	95%	100% implementation of innovations & best practices	5	5	5	5	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE (GASS)									
VPAF GASS 1: Human Resource Management and Development									
ASO GASS 1. Administrative and Support Services Management									
RAO GASS 2: **Records and Archives Services Management**	PI 3: Number of leave applications, NOSI, NOSA filed within the day of receipt	Files contracts, 201 files/ documents of administrative staff (regular, casual, contractual staff) including NOSA and NOSI within the day of receipt	9,000 documents	2,675 docs	4	5	4	4.33	
		Updates 201 files of administrative staff based on the new CSC checklist	1,300 files	442 files	4	5	5	4.67	

					5	5	4	4.67	current/non-current folders of academic/admin staff
		Conduct Inventory of all 201 personnel file for non-current documents and current files for administrative staff	6,083 files	1,701 files	5	5	4	4.67	
	PI 4: Number of request to dispose of records secured from NAP	Encodes draft of Request for Authority to Dispose Records for review	414 records	189 records	4	5	4	4.33	
		Encodes list of valueless records during the conduct of records inventory	4,312 records	1,672 records	4	5	4	4.33	
RAO GASS 3: **Information Management System Development & Maintenance**	PI 5: Percent implementation of inventory using the HRIS database	Updates of inventory for non-current documents in the HRIS database	95%	100% accomplishment	4	5	5	4.67	
Total Over-all Rating				42.00					
Average Rating (Total Over-all Rating divided by 9)				4.67					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING				4.67					
ADJECTIVAL RATING				**Outstanding**					

Comments & Recommendations for Development Purpose:
Recommend to attend seminar on updates regarding records disposition and control management

Evaluated & Rated by:

MARIA ROBERTA S. MIRAFLOR
Head, Records and Archives Office
Date: July 19, 2024

Recommending Approval:

RYSAN C. GUINOCOR
Director for Administrative Services
Date: 7/19/24

Approved by:

ELWIN JAY V. YU
Vice President for Administration & Finance
Date: 7/22/24

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VIRGILIO C. ACILO** of the **Records and Archives Office (RAO)** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 1 to December 31, 2023.**

VIRGILIO C. ACILO 1/11/24
Ratee

Approved:

MARIA ROBERTA S. MIRAFLOR
Head, Records and Archives Office 1/4/24

MFOs & PAPs	Success Indicators	Tasks Assigned	Targets (Jan-Dec 2023)	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
UMFO 5: SUPPORT TO OPERATIONS (STO)									
VPAF STO3: ARTA aligned compliance and reporting requirements									
ASO STO3: ARTA aligned frontline services									
RAO STO3: **ARTA aligned frontline services**	PI 1: Efficient & customer friendly frontline services	Attends to queries of clients	100%	100%	5	5	5	5.00	
		Efficient & customer-friendly frontline service	Zero percent complaints	Zero percent complaints	5	5	5	5.00	
VPAF STO4: Innovations and Best Practices									
ASO STO4: Innovations and new Best Practices Development Services									
RAO STO4: **Innovations and Best Practices**	PI 2: Percent implementation of new innovations and best practices	Continuous implementation of inventory for both current and non-current personnel files	95%	95%	5	5	4	4.67	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE (GASS)									
VPAF GASS 1: Human Resource Management and Development									
ASO GASS 1. Administrative and Support Services Management									
RAO GASS 2: **Records and Archives Services Management**	PI 3: Number of leave applications, NOSI, NOSA filed within the day of receipt	Files contracts, 201 files/ documents of administrative staff (regular, casual, contractual staff) including NOSA and NOSI within the day of receipt	8,583 docs	4,291 docs/records	5	5	5	5.00	
		Updates 201 files of administrative staff based on the new CSC checklist	650 files	325 files	4	5	5	4.67	

					Q	E	T		
		Conduct Inventory of all 201 personnel file for non-current documents and current files for administrative staff	4,583 files	2,291 files	4	5	5	4.67	current/ non-current folders of academic/ admin staff
	PI 4: Number of request to dispose of records secured from NAP	Encodes draft of Request for Authority to Dispose Records for review	207 records	1,035 docs/records	5	5	4	4.67	
		Encodes list of valueless records during the conduct of records inventory	2,156 records	1,078 docs/records	5	4	4	4.33	
RAO GASS 3: **Information Management System Development & Maintenance**	PI 5: Percent implementation of inventory using the HRIS database	Updates of inventory for non-current documents in the HRIS database	95%	100%	5	5	4	4.67	
Total Over-all Rating								42.67	

Average Rating (Total Over-all rating divided by # of entries)	4.74	Comments & Recommendations for Development Purpose:
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		*Recommends to attend trainings on disposition of records and archiving.*
FINAL RATING	4.74	
ADJECTIVAL RATING	Outstanding	

Evaluated & Rated by:

MARIA ROBERTA S. MIRAFLOR
Head, Records and Archives Office

Date: January 11, 2024

Recommending Approval:

RYSAN C. GUINOCOR
Director for Administrative Services

Date: 1/15/24

Approved by:

EDGARDO E. TULIN
OIC, Vice President for Administration & Finance

Date: 1/16/24

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