

I, Graciana M. Espinosa of the Records Office & Archives Center (ROAC) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **Jul July-December 2017**.

Approved: **ASTERIA A. SEVILLA**
Officer-in-Charge

[illegible]

PI 4: No. of original appointments forwarded and received by staff concerned and another copy filed in 201 files	A.7 Filing services	Facilitates forwarding of original copy of appointments to staff concerned and filing another copy to its respective 201 files	100% accomplishment	100% accomplishment	5	5	4	4	4.67
ODAHRD MFO 6: Personnel Records Development & Management Services									
ROAC MFO 10: Percentage of CSC/DBM/GSIS/BOR Rules & Policies on leave administration & policies on employee's compensation implemented									
PI 5: No. of leave application and other documents filed including NOSA/NOSI	A.8 Filing services	Classifies/files NOSA/NOSI and other documents in 201 files of academic staff	100% accomplishment	100% accomplishment	5	5	4	4	4.67
ODAHRD MFO 7: Records and Archives Management									
ROAC MFO 12: No. of messengerial services provided									
PI 6. No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A.9 Mailing services	Receives/sorts/encodes mails (ordinary, priority, registered) including students' grades; checked signatures, affixed required stamps, arranged alphabetically for recording purposes	4,000 mails	2,676 mails (good for 4 mos. only since she was temporarily detailed at Cash Office)	5	5	5	5	5
	A.10 Replenishment of stamps	Prepares reports/vouchers for replenishment of stamps	6 reports & 6 replenishments	6 reports & 6 replenishments	5	5	5	5	5
	A.11 Purchase of stamps with different denominations	Prepares vouchers for purchase of stamps and facilitates purchase of stamps with different denominations	6 purchases/ vouchers	6 purchases/ vouchers	5	5	5	5	5
ODAHRD MFO 8: Human Resource Management Accreditation Services									
ROAC MFO 18: No. of PRIME-HRM areas ready for assessment for level 2 reaccredited maturity status by CSC									
PI 7. All required docs./ evidences under Rewards and Recognition gathered/ bound for submission to CSC.	A.12 Gathering of documents/ evidences	Assists in the gathering of evidences/documents under Rewards and Recognition	100% accomplishment	100% accomplishment	4	4	4	4	4
ODAHRD MFO 9: Innovations and New Best Practices Development Services									
ROAC MFO 19: No. of new PRIME-HRM documents gathered for display at HR Accreditation Center									
PI 8. No. of documents gathered and displayed	A.13. Maintains updates of 201 files of academic staff	Updates 201 files of academic staff	40 201 files to be updated	40 201 files updated	4	4	4	4	4

PI 9. Special Assignment (November-December 2017) per OP Memo No. 373 s. 2017						
	Received and receipted all income of the university	5,000 Official Receipts issued	6,500 Official Receipts issued	5	5	5
A14. Collection services						
						66.34

Comments & Recommendations for Development Purpose:

66.34

Approved by:


EDGARDO E. TULÍN
President

Date: _____

4 - Average

PI 9. Special Assignment (November-December 2017) per OP Memo No. 373 s. 2017

A14. Collection services	Received and receipted all income of the university	5,000 Official Receipts issued	6,500 Official Receipts issued	5	5	5	5
Average Rating (Total Over-all Rating divided by 4)			4.74				
Additional Points:							
Punctuality							
Approved additional points (with copy of approval)							
FINAL RATING			4.74				
ADJECTIVAL RATING			O				
Comments & Recommendations for Development Purpose:							
66.34							

Received by:  TERESITA L. QUINANOLA
PRPEO

Calibrated by:  REMBERTO A. PATINDOL
PMT

Recommending Approval:  REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Approved by: EDGARDO E. TULIN
President

Date: _____ Date: _____ Date: _____ Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Instrument for Performance Effectiveness of Administrative Staff
 Rating Period: July-December 2017

Name of Staff: **GRACIANA M. ESPINOSA**

Position: Adm. Aide VI

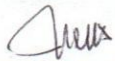
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	16				
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					
Average Score	4.66				

Overall recommendation : _____


ASTERIA A. SEVILLA
Officer-in-Charge

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: GRACIANA M. ESPINOSA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.74	70%	3.32
2.Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: 4.72

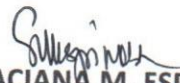
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.72

ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:

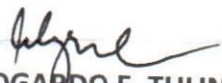

GRACIANA M. ESPINOSA
Name of Staff


ASTERIA A. SEVILLA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President