

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ISABELITA V. SEDROME**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.47	70%	3.13
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.50</b>


TOTAL NUMERICAL RATING: 4.50Add: Additional Approved Points, if any:           TOTAL NUMERICAL RATING: 4.50ADJECTIVAL RATING: VS

Prepared by:

Reviewed by:


  
**ISABELITA V. SEDROME**

Name of Staff


  
**ASTERIA A. SEVILLA**

Department/Office Head

Recommending Approval:

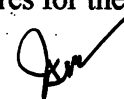
  
**LOURDES B. CANO**  
Director, ODAHRD

Approved:


  
**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Isabelita V. Sedrome 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 July-December 2018.

  
ISABELITA V. SEDROME  
Ratee


Approved:

  
ASTERIA A. SEVILLA  
Officer-in-Charge

MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODAHRD MFO I: Administrative and Support Services Management									
ROAC MFO 1. Efficient office and files management									
PI 1: Efficient and customer friendly frontline services	A1. Zero complaint from clients	Attends to the needs of clients	No valid complaint from clients served	No valid complaint	5	5	5	5	
PI 2: No. of records and other documents systematically filed a day after receipt	A2. Systematic filing of documents	Assists in filing of documents/201 files of admin.staff (regular, casual, contractual staff)	2,000 docs.	3,203	5	4	4	4.33	
ROAC MFO 2: No. of messengerial services provided									
PI 3: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A3. Mailing and messengerial services rendered	Records mails and other documents before releasing to recipients	200	368 mails/docs	4	4	4	4	
		Assists in affixing required postage stamps in mailing envelopes including student grades	1,000 mails	1,150 mails	5	5	4	4.66	
ROAC MFO 3: No. of approved disposal of records secured									
PI 4: No. of Request to Dispose of Records secured from NAP	A4. Conduct of records inventory/ disposal	Assists in the conduct of inventory of non-current records	100% accomplishment	100% accomplished	5	5	4	4.66	

		Identifies/checks the specific and authorized retention periods of non-current records based on GRDS/RDS	100% accomplishment	100% accomplished	5	4	4	4.33	
<b>ROAC MFO 17: No. of new accreditation/ archival documents gathered and displayed at Archives Center</b>									
PI 6: Accreditation and Archives Center maintained/updated	A5. Display of newly gathered materials/ docs.	Facilitates re-arranging of old and newly gathered documents/frames displayed at the Archives/ Accreditation Centers	100% accomplishment	100% accomplished	5	4	4	4.33	
Total Over-all Rating								31.31	
Average Rating (Total Over-all Rating divided by 4)			4.47	Comments & Recommendations for Development Purpose:  <i>Let her attend a seminar/training on basic records management.</i>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.47						
ADJECTIVAL RATING			VS						

Evaluated & Rated by:

  
**ASTERIA A. SEVILLA**  
Unit Head


Date: \_\_\_\_\_

Recommending Approval:

  
**LOURDES B. CANO**  
Director

Date: \_\_\_\_\_

Approved by:

  
**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance

Date: \_\_\_\_\_

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

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018

Name of Staff: **ISABELITA V. SEDROME**

Position: Guesthouse Caretaker

**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

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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	55				
Average Score	4.58				

Overall recommendation : To let her attend a training on basic rewards mgmt.

  
**ASTERIA A. SEVILLA**  
 Office Head

**PERFORMANCE MONITORING FORM**Name of Employee: **Isabelita V. Sedrome**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Assist in filing of docs./201 files of admin/ casual/contractual staff to its respective folders	2,000 docs.	Within the day of receipt	Within the day of receipt	W/in the day of receipt	Impressive	VS	Assisted V. Acilo in filing docs.
2	Facilitates recording of mails and other docs. in the logbook before delivering the same to recipients	100% accomplishment	As the need arises	Immediately after receipt	Immediately after receipt	Impressive	VS	
3	Assists in affixing required postage stamps in mailing envelopes including students' final grades	100% accomplishment	As the need arises	Within the day of receipt	Within the day of receipt	Impressive	VS	
4	Assists in the conduct of inventory of non-current records	100% accomplishment	July 2018	Dec. 2018	Before end of Dec. 2018	Impressive	VS	
5	Identifies/checks specific retention periods of non-current records based on GRDS/RDS	100% accomplishment	July 2018	Dec. 2018	Nov. 2018	Impressive	VS	
6	Facilitates re-arranging of old and newly gathered documents/frames displayed at the Archives/ Accreditation Centers	100% accomplishment	Nov.2018	End of Nov. 2018	Before end of Nov. 2018	Impressive	VS	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**ASTERIA A. SEVILLA**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ISABELITA P. SEDROME**

Performance Rating: July-December 2018

Aim: To be able to assist in the conduct of records inventory and provide assistance to filing system.

Proposed Interventions to Improve Performance:

Date: July 2018      Target Date: December 2018

First Step:

Coaching and monitoring in classifying and filing records/documents.

Result:

Shows improvement in assigned task.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Continuous coaching and monitoring.

Outcome: On-going inventory of non-current files of contractual staff.

Final Step/Recommendation:

If to be retained in the office, let her attend a training on basic records management.

Prepared by:

  
**ASTERIA A. SEVILLA**  
Office Head

Conforme:

  
**ISABELITA P. SEDROME**  
Name of Ratee