



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.64</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_


FINAL NUMERICAL RATING

**4.64**

ADJECTIVAL RATING:

**Outstanding**


Prepared by:

  
**GRACIANA M. ESPINOSA**  
Name of Staff


Reviewed by:

  
**MARIA ROBERTA S. MIRAFLOR**  
Office Head

Recommending Approval:

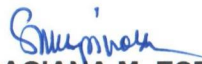
  
**RYSAN C. GUINOCOR**  
Director, Administrative Services

Approved:

  
**DANIEL LESLIE S. TAN**  
Vice President for Administration & Finance

**"Exhibit B"**  
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **Graciana M. Espinosa** of the **Office of the Head of Records and Archives (OHRA)** 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 2021**.

  
**GRACIANA M. ESPINOSA**  
Ratee

Approved:

  
**MARIA ROBERTA S. MIRAFLOR**  
Head, Records & Archives

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>	
VPAF STO1: ISO 9001:2015 aligned documents									
ODAS MFO I: ISO aligned Personnel Records Development & Management Services									
OHRA MFO 1. Number of implementation of leave benefits, compensation & other employee benefits									
PI 1: Number of leave applications, NOSI, NOSA filed within the day of receipt	A1. Systematic filing of documents/ records	Files communications, contracts and 201 files of academic staff (teaching, non-teaching) to its respective folders including NOSI, NOSA and leave application	3,046 documents	4,088 documents	5	5	5	5.00	
		Updates 201 files of academic staff based on the new CSC checklist	150 files	220 files	5	4	4	4.33	
		Uploads/migrates academic 201 files to e-records systems	1,000 files	2,160 files	5	4	5	4.67	
ODAS MFO 2: ISO Aligned Records and Archives Management									
OHRA MFO 5: Number of messengerial services provided and approved disposal of records secured									
PI 3: Number of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A3. Mailing services	Receives/sorts/ encodes mails including students grades per semester, checked signatures, affixed required stamps and arranged alphabetically for easy retrieval	200 mails	462 mails	5	5	4	4.67	
PI 4. Percentage requests to dispose of records secured from NAP	A4. Records disposal	Encodes/reviews list of valueless records based on records inventory conducted	90% accomplishment	100% accomplishment	5	5	5	5.00	



<b>ODAS 5. FOI aligned compliance and reporting requirements</b>									
<b>OHRA MFO 6: Percentage and compliance of reporting requirements in accordance with FOI Manual</b>									
PI 5: Number of required reports prepared and submitted	A5. Reports preparation	Assist in encoding quarterly reports per FOI Registry	3 reports	8 reports prepared & submitted/quarter	5	5	4	4.67	
<b>UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICE</b>									
<b>ODAS MFO 2: Administrative and Support Services Management</b>									
<b>OHRA MFO 7. Efficient and customer friendly frontline services</b>									
PI 6: Efficient and customer friendly frontline services	A6. Efficient and friendly services	Attends to the needs of clients	Zero complaint from clients served	Zero complaint	5	5	5	5.00	
	A7. Reports/ vouchers preparation	Prepares vouchers for purchase/replenishment of stamps, etc.	6 reports/vouchers	13 reports/vouchers	5	5	4	4.67	
		Acts as Office Deputy Document and Record Controller (dDRC)	100% accomplishment	100% accomplishment	5	4	4	4.33	
<b>OHRA MFO 10: Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC</b>									
PI 7: Number of original appointments forwarded/received by faculty and staff concerned and another copy filed in their respective 201 files.	A8. Filing services	Facilitates sending of original copies of appointments to faculty concerned with instruction that the 2nd copy shall be signed by the concerned	100 copies	232 copies	5	5	4	4.67	
Total Over-all Rating								<b>47.00</b>	
Average Rating (Total Over-all Rating divided by 4)									
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			<b>4.70</b>						
ADJECTIVAL RATING			<b>Outstanding</b>						

**Comments & Recommendations for Development Purpose:**

*Recommends to attend trainings on records and mail management, digitization of documents and disposition of records*

Evaluated & Rated by:

**MARIA ROBERTA S. MIRAFLOR**

Head, Records and Archives

Date: 1-12-2022

Recommending Approval:

**RYSAN C. GUINOCOR**

Director, ODAS

Date: 2/9/22

Approved by:

**DANIEL LESLIE S. TAN**

Vice President for Administration & Finance

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

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

Position: **ADMINISTRATIVE 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		54				
<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						
Average Score		4.50				

Overall recommendation : \_\_\_\_\_

  
**MARIA ROBERTA S. MIRAFIOR**  
 Head, Records and Archives



## EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: **July-December 2021**

Aim: To improve her skills in performing the electronic records management.

Proposed Interventions to Improve Performance:

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

First Step: To send her to trainings on records and mail management, digitization of documents and disposition of records.

Result: Not being able to attend some of the related trainings due to pandemic.

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

Next Step: \_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Attendance to trainings on records and mail management, digitization of documents and disposition of records.

Prepared by:

**MARIA ROBERTA S. MIRAFLOR**

Unit Head

Conforme:

**GRACIANA M. ESPINOSA**

Name of Ratee Faculty/Staff