



**Annex P**

**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	4.42	70%	3.09
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.44</b>

TOTAL NUMERICAL RATING: 4.44

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

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

FINAL NUMERICAL RATING 4.44

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

**ISABELITA V. SEDROME**  
Name of Staff

Reviewed by:

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

Recommending Approval:

**LOURDES B. CANO**  
Director, ODAS

Approved:

**REMBERTO A. PATINDOL**  
Vice President for Administration and  
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 **January-June 2020**.

**ISABELITA V. SEDROME**  
Ratee

Approved:

**MARIA ROBERTA S. MIRAFLOR**  
OIC, Records Office and Archives Center

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: ISO ALIGNED MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES									
ODAHRD MFO I: ISO aligned Personnel Records Development & Management Services									
ROAC MFO 1. Number of implementation of leave benefits, compensation & other employee benefits filed									
PI 1: Number of leave applications, NOSI, NOSA filed within the day of receipt	A1. Effective files management	Receives/stamps "Received" all docs/records upon receipt from PRPEO and other offices	200 documents	250 documents received/stamped	4	4	4	4.00	
ROAC MFO 2: Number of certifications and service records issued and documents authenticated									
PI 2: Number of records/documents authenticated	A3. Authentications of documents/ records	Assist in retrieval of memos/circulations/BO R Resolutions from office hardbound files	350 documents	426 documents authenticated	5	4	5	4.67	
ODAHRD MFO 2: ISO Aligned Records and Archives Management									
ROAC MFO 3: Number of new Archival documents gathered and displayed at Archives Center									
PI 3: Number of new archival documents gathered and displayed	A3. New display materials gathered and displayed	Maintains the arrangement of display materials at the Archives Center and updates labelling	100 documents	150 materials displayed and maintained	5	4	4	4.33	
ROAC MFO 5: No. of messengerial services provided and approved disposal of records secured									
PI 4: Number of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A4. Messengerial services	Facilitates recording of mails and other docs before delivery to Postal Office/recipients	280 mails	300 mails facilitated	5	4	5	4.67	



PI 5: Number of request to dispose of records secured from NAP	A5. Records disposal	Checks the valueless records forwarded from other admin Offices	40 documents/ records	580 documents/ records	4	4	4	4.00	
<b>UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICE</b>									
<b>OVPAP MFO 2: Human Resource Management and Development</b>									
<b>ODAHRD MFO 2: Administrative and Support Services Management</b>									
<b>ROAC 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	100% no valid complaint from clients served	5	5	5	5.00	
	A7. Number of records reference services served per request for filing	Receives/stamps "Received" in all request for records/information and its supporting documents	100 requests/forms	132 requests/forms served	4	5	4	4.33	
		Assists/guides clients in providing request forms including the process flow in request for records	100% accomplishment	100% accomplishment	5	4	4	4.33	
Total Over-all Rating								<b>35.33</b>	
Average Rating (Total Over-all Rating divided by 4)									
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			<b>4.42</b>						
<b>ADJECTIVAL RATING</b>			<b>Very Satisfactory</b>						

Comments & Recommendations for Development Purpose:

*Recommends to attend seminars/training on office disposition of records*

Evaluated & Rated by:

**MARIA ROBERTA S. MIRAFLOR**

OIC, Records Office and Archives Center

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

Recommending Approval:

**LOURDES B. CANO**

Director, ODAHRD

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

Approved by:

**REMBERTO A. PATINDOL**

Vice President for Administration & Finance

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

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
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. MIRAFLOR**  
 OIC Head, Records and Archives Office

## EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: **January 1 to June 30, 2020**

Aim: To improve her skills in dealing with clients as office frontliner.

Proposed Interventions to Improve Performance:

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

First Step: To send her to in-house trainings on how to effectively serve as office frontliner.

\_\_\_\_\_

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

Final Step/Recommendation:

Acts as office frontliner, in-charge in receiving and releasing of documents.

Prepared by:

  
**MARIA ROBERTA S. MIRAFLOR**  
Unit Head

Conforme:

  
**ISABELITA V. SEDROME**  
Name of Ratee Faculty/Staff