

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: MERLE N. GRAVADOR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
9. Numerical Rating per IPCR	4.87	70%	3.409
10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.885

TOTAL NUMERICAL RATING: 4.885

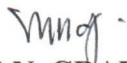
Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.885


FINAL NUMERICAL RATING 4.885

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**MERLE N. GRAVADOR**  
Administrative Aide III


Reviewed by:

  
**LOURDES B. CANO**  
Director for Admin & HRD

Recommending Approval:

  
**LOURDES B. CANO**  
Director for Admin & HRD

Approved:

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

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Merle N. Gravador, of the Personnel Records and Performance Evaluation Office 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, 2019 to June 30, 2019**.

  
**MERLE N. GRAVADOR**  
 Ratee

Approved:   
**LOURDES B. CANO**  
 Head of Unit


MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishm ent	Rating				Remark
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO Aligned Management and Administrative Support Services									
ODAHRD MFO 1: ISO Aligned Personnel Records Development and Management Services									
PRPEO MFO 1: Implementation of mandatory personnel salary and benefits									
	No. of maternity and terminal leave applications	Receives, records, facsimile and endorses maternity and terminal leave application to staff-incharge for computation of leave balances then forward to OP for approval	18	23	5	5	5	5.00	
	No. of leave applications	Receives, records, facsimile and endorses approved leave application to staff-incharge for computation of leave balances	3,500	4,027	5	5	4	4.67	
	No. of Payrolls released for processing	Records and releases Payroll for salary and other benefits of employees	500	677	5	5	5	5.00	
	No. of printouts of confirmed GSIS loan applications	Releases printout of confirmed GSIS loan applications	450	592	5	5	4	4.67	
	No. of DTR/CSR received and endorsed	Receives DTRs/CSRs and endorses to staff-in-charge for recording and monitoring	3,500	4,200	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	No. of Notice of Salary Adjustments & Notice of Step Increment recorded & released	Records and releases NOSA and NOSI	695	738	5	5	4	4.67	
	No. of PACS for Landbank released	Releases PACS for salary of casual employees	6	6	5	5	5	5.00	
<b>PRPEO MFO 4: Administrative and Support Services Management</b>									
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	No complaint	No complaint	5	5	5	5.00	
	No. of certifications of service credits	Releases certifications of service credits	30	34	5	5	5	5.00	
	No. of documents forwarded to Records	Forwards documents to Records Office	900	952	5	5	4	4.67	
	No. of documents	Photocopies documents	2,500	2,983	5	5	5	5.00	
		Receives/releases doc. Incoming/outgoing doc. for processing and approval for president	750	848	5	5	5	5.00	
<b>PRPEO MFO 5: Efficient and effective talent sourcing and screening using approved criteria</b>									
Personnel development recommendations endorsed to appropriate Personnel Board/Office of the President	No. of APB/NAPB meetings	Distributes notices, minutes and excerpts of APB/ NAPB meetings	300	420	5	5	4	4.67	
	No. of comparative assessments	Routes comparative assessment for signature of NAPB members	10	13	5	5	5	5.00	




MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishm ent	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PRPEO MFO 6: Percentage of approved recommendations to hire/promote processed within turn around time									
	No. of appointments	Receives and records appointments	300	387	5	4	5	4.67	
Total Over-all Rating								73.00	
MERLE N. GRAVADOR		Average Rating :		4.87	Comments & Recommendations for Development Purposes:  <i>Needs further training on records management.</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.87					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:

  
**LOURDES B. CANO**  
Director for Admin & HRD


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

Recommending Approval:

  
**LOURDES B. CANO**  
Director for Admin & HRD

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

Approved by:

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

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

Legend:

1 - Quality      2 - Efficiency      3- Timeliness

4 - Average

## PERFORMANCE MONITORING FORM

Name of Employee: **MERLE N. GRAVADOR**


Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Receives, records, facsimile and endorses approved leave applications, maternity and terminal leave application to staff-incharge for computation of leave balances then forward to OP for approval	Leave applications recorded and endorsed for processing	January	January-June	Daily for the period January to June	Very Impressive		
2	Releases printout of confirmed GSIS loan applications	GSIS loan confirmation endorsed to Acctg. Office	January	January-June	Every other day for the period January to June	Very Impressive		
3	Receives DTRs/CSRs and endorses to staff-incharge for recording and monitoring	DTRs endorsed for processing	January	January-June	Daily for the period of January to June	Needs improvement		
4	Records and releases NOSA and NOSI	NOSA/NOSI recorded and released	January	January-June	Every month	Impressive		
5	Releases PACS for salary of casual employees	PACS released	January	January-June	Every 15th & 30th of the month	Impressive		
6	Releases certifications of service credits	Certifications of service credits released	January	January-June	Once a Week	Impressive		
7	Forwards documents to Records Office	Documents forwarded to Records Office	January	January-June	Once a week for the period January to June	Impressive		
8	Photocopies documents	Documents photocopied	January	January-June	Daily for the period January to June	Very Impressive		
9	Receives/releases doc. incoming/outgoing doc. for processing and approval for president	Received incoming & released outgoing docs for processing	January	January-June	Daily for the period January to June	Impressive		

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.0	Distributes notices, minutes and excerpts of of APB/ NAPB meetings	Notices, minutes & excerpts of meeting distributed	January	January-June	Daily for the period January to June	Very Impressive		
1.1	Routes comparative assessment for signature of NAPB members	Comparative Assessment approved	January	January-June	3x per/month	Impressive		
1.2	Receives and records appointments	Appointments recorded	January	January-June	Every Renewal of Appointment	Impressive		

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

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

Prepared by:

  
**LOURDES B. CANO**  
Unit Head



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2019

Name of Staff: MERLE N. GRAVADORPosition: Administrative Aide III

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					59

**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					4.92

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

  
**LOURDES B. CANO**  
 Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERLE N. GRAVADOR

Performance Rating: January-June 2019

Aim: To further enhance competencies in HR documents as office documents and records controller.

Proposed Interventions to Improve Performance: Attendance to HRIS and ISO related trainings

Date: \_\_\_\_\_ Target Date: before end of CY 2019

First Step: Attended in-house trainings and orientations on ISO documents

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Result: Was able to familiarize herself on ISO mandated documents and records

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


Next Step: Advise her to apply in the day-to-day transactions the necessary documents and records needed for ISO

Outcome: Started initially application of ISO formatted forms.


Final Step/Recommendation:

Attendance to ISO related trainings to further enhance knowledge for effective implementation.

Prepared by:

  
**LOURDES B. CANO**  
Unit Head

Conforme:

  
**MERLE N. GRAVADOR**  
Administrative Aide III