

RECORDS AND ARCHIVES OFFICE

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

MARIA ROBERTA S. MIRAFLOR

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.92	70%	3.44
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
		4.90		

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.90

FINAL NUMERICAL RATING

4.90

ADJECTIVAL RATING:

Outstanding

Prepared by

MARIA ROBERTA S. MIRAFLOR

Name of Staff

100/20

Recommending Approval:

RYSAN C GUINOCOR

Director, Administrative Services

Approved:

ELWIN JAY V. YU

VP for Administration & Finance

A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA ROBERTA S. MIRAFLOR, of the Records and Archives Office (RAO) 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 1 to December 31, 2024.

MARIA ROBERTA S. MIRAFLOR Ratee 1/44/4 Approved:

Director, Administrative Services Office

		Table Assistant	Target	Actual	l I	R	lating		Remarks
MFO & PAPs	Success Indicators	Tasks Assigned	(Jan-Dec. 2024)	Accomplishment	Q¹	E ²	Т³	A⁴	Remarks
UMFO 5: SUPPORT TO									
VPAF STO1: ISO aligne	ed management and administrative su	upport services							
	015 aligned documents and complian	t processes							
	Pl 1. Percentage implementation of	Facilitates Records Office Staff on ISO	100%	100%	5	5	5	5.00	
Effective Records and	ISO aligned Records and Archives	matters							
Archives Management	Services	Reviews and updates PMs and forms	100%	100%	5	5	4	4.67	
		Acts on audit results and queries	100%	100%	5	5	5	5.00	
VPAF STO2: Freedom	of Information (FOI) aligned complian	ce and reporting requirements							
ASO STO2: FOI aligned	frontline services								
RAO STO2:	PI 2: Percentage compliance of	Prepares and submits FOI reports before the	3 FOI reports	3 FOI reports	5	5	5	5.00	Agency Inventory,
FOI aligned frontline	reporting requirements in accordance	deadline							Registry and
services	with FOI Manual								Summary
VPAF STO3: ARTA alig	ned compliance and reporting require	ements							
ASO STO3: ARTA align									
RAO STO3:	PI 3: Percentage and compliance of	Consolidates and submits VSU Annual	100%	100%	5	4	5	4.67	
ARTA aligned	reporting requirements in accordance	Citizen's Charter reports before the deadline							
frontline services	with ARTA								
	PI 4: Efficient & customer friendly	Attends to queries of clients	100%	100%	5	5	5	5.00	
	frontline services	Efficient & customer-friendly frontline service	Zero percent	Zero percent	5	5	5	5.00	
			complaints	complaints					
VPAF STO4: Innovation	ns and Best Practices								
ASO STO4: Innovations	s and new Best Practices Developme	nt Services							
RAO STO4:	PI 5: Percent implementation of new	Creates a Monitoring Sheet to be used by	100%	100%	4	5	5	4.67	
Innovations and Best	innovations and best practices	our Utility Messenger to track and monitor							
Practices		the number of documents being released							
		Efficient use of Google Calendar to set	100%	100%	5	5	5	5.00	
		appointments of meetings and submission of							
		reports for reminders							

Efficient implementation of retrieving requested personal information thru the use of the e-Records database system Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conductive and process of records and standard and process of records and standard and appraisal Effective and process of records and standard and appraisal Effective conductive and support Services Management Pil 6, Promptly attends to design and orientations on appraisal effective conductive and support services and and archives and compensation of effective records and Archives Management and Effective and Support Services and Archives Management and Effective and Service			Table Assissad	Target	Actual			Rating		Remarks
requested personal information thru the use of the a-Records database system Effective e-filing of documents and back-up of files and records at the NAS (Network Attached Storage) device back-up to cloud Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective conduct of orientation and any updates on the process of records inventory and appraisal Effective and regular communication with office staff regarding office matters IMPO 6: GENERAL ADMINISTRATION SUPPORT SERVICE (GASS) IMPO 7: GENERAL ADMI	MFO & PAPs	Success Indicators	Tasks Assigned		Accomplishment		E ²	T ³		Remarks
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and appraisal Effective and regular communication with 100% 100% 5 5 5 5.00			updates on the process of records inventory							
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RAO GASS 4: Involvement in major committees: Performance university accomplishments by Major Final	Maintenance		•		1					
Involvement in major committees: Performance university accomplishments by Major Final		life dae of boodinent Tracking Cystem		×						
Involvement in major committees: Performance university accomplishments by Major Final	RAO GASS 4:	PL 12: Percentage of involvement in	Gather data and attachments for the	100%	100%	5	5	5	5.00	
	university committee	Management Team(PMT)	Outputs (MFOs)							

		Teeler Assissed	Target	Actual		R	ating		Remarks
MFO & PAPs	Success Indicators	Tasks Assigned	(Jan-Dec. 2024)	Accomplishment	Q ¹	E ²	T ³	A⁴	Remarks
		Submits accomplishment reports by Major	100%	100%	5	5	5	5.00	
		Final Outputs (MFOs) to AO25 Secretariat							
		before deadline							
		Consolidates list of IPCR with outstanding	100%	100%	5	5	5	5.00	
		rating forced ranked and the top 5%							
		employees granted step increment based on			1				
		merit for submission to PMT members							
	PI 13: Involvement in ISO, VSU	Attends to meetings and orientations on	100%	100%	5	5	5	5.00	
	Awards Committee and other	various university activities (ISO, PMT, OSH,							
	committees	CART, BAC, VSU Awards other designated							
		Committee memberships)							
Total Over-all Rating			CONTRACTOR OF THE PROPERTY OF					123.00	
Average Rating (Total	Over-all rating divided by # of entries)		4.92 Comments & Recomm				ions for		
Additional Points:					Devel	opmei	nt Purp	oose:	
Punctuality			***************************************						
Approved Additional points (with copy of approval)			***************************************		1				
FINAL RATING				.92					
ADJECTIVAL RATING				anding					
Evaluated & Rated by		Recommending Approval:		Approved by:		1			

Evaluated & Rated by:

RYSAN C GUINOCOR

Director, Administrative Services Office

Date: 1/24/W

ELWIN JAY V. YU

Chairman, Performance Management Team

ELWIN JAY V. YU

Vice President for Administration & Finance

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U
	2 nd	Α
Х	3 rd	R
х	4th	E R

Name of Office: RECORDS & ARCHIVES OFFICE

Head of Office: MARIA ROBERTA S. MIRAFLOR

Number of Personnel: __6__

		MECHANISM				
Activity Monitoring	Meeting		Memo	Others (Pls. specify)		
	One-on-One	Group				
Monitoring (3 rd to 4 th quarter of 2024)		1. Maintain the cleanliness of the office especially the Records Room and Archives Center ready for visit by university guests and the cleanliness of the exit door including the walls, floors and window grills			APBagarinao/ VCAcilo – To maintain cleanliness of the records room, archives center display area and the office surroundings	
	2. Consolidation of valueless records inputted in the NAP Form 1 from the different offices/departments /units/ centers and for consolidation in NAP Form 3				MSMiraflor – To check all list of records being inputted in the NAP Form 1 adhere to the guidelines of the National Archives o the Phils. VCAcilo – To consolidate valueless records ready for disposal	
	3. Record all incoming FOI requests systematically and ensure requests are processed within legally mandated timeframes.				MSMiraflor/ MPBandalan – To check all Request Forms as to the completeness of required data and approval of request before release of requested documents	

	3. Digitization of public documents			JSPosas – To fast track the scanning of personnel documents, memos and circulars for uploading in the HRIS e-Records system
Coaching		Records Request Form shall be duly accomplished/ signed/approved based on ISO Quality Procedure before release of document		Assigned RAO Staff – To marked "Received" with date and signature any documents/ records upon receipt; forward any requests for approval to higher authority; assign control number on request form once requests have been served; give the requestor a Customer Feedback Form and FOI Request Feedback Form for fill-up.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

RYSAN C. GUINOCOR Immediate Supervisor

Noted by:

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA ROBERTA S. MIRAFLOR
Performance Rating: July-December 2024

Aim:

To efficiently assist the Director for Administrative Services in the implementation of the administrative and records keeping of the university.

To maximize the productivity potential and efficient delivery of administrative services and provides accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

To enhance her knowledge on privacy and data security as well as competency in handling the data processing activities of the university in accordance with the Data Privacy Act.

Proposed Interventions to Improve Performance:

Date: ______ Target Date: ______

First Step: Enhance and develop further her skills and knowledge on administrative and records management by coaching, mentoring and sending her to seminars/trainings related to her job.

Result: Improved work performance.

Date: ______ Target Date: January-June 2025

Next Step: Develop her skills on supervision and records management by mentoring, coaching and sending her to related seminars/trainings.

Outcome: Improved supervisory skills and performances.

Final Step/Recommendation: Recommend to attend training on supervision and records and archives management.

Prepared by:

RYSAN C. GUINOCO

Conforme:

MARIA ROBER/TA S. MIRAFLOR
Name of Ratee Staff



RECORDS AND ARCHIVES OFFICE

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2024

Name of Staff: MARIA ROBERTA S. MIRAFLOR Position: ADMINISTRATIVE OFFICER V

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)						
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	V.				

	3. 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	83	3						
	Average Score	-	1,88						

Overall recommendation	:	

RYSAN C. GUINOCOR Director, Administrative Services