

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

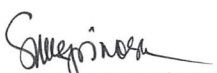
Name of Administrative Staff: **GRACIANA M. ESPINOSA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.6	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.65</b>

TOTAL NUMERICAL RATING: 4.65Add: Additional Approved Points, if any:                     TOTAL NUMERICAL RATING: 4.65ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:

  
**GRACIANA M. ESPINOSA**  
 Name of Staff

  
**ASTERIA A. SEVILLA**  
 Department/Office Head

Recommending Approval:

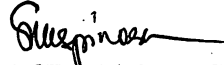
  
**LOURDES B. CANO**  
 Director, ODAHRD

Approved:

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

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, Graciana M. Espinosa 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.

  
**GRACIANA M. ESPINOSA**  
 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	Files communications, contracts and 201files of academic staff (teaching, non-teaching, High School) to its respective folders	5,000 docs.	6,867 docs.	5	5	4	4.66	
	A3. Reports and voucher preparation	Prepares vouchers for travel, purchase/replenishment of stamps, etc.	100% accomplishment	100% accomplished	5	5	5	5	
PI 3: No. of records reference services served per Request for Records	A4. No. of records retrieved/ reproduced as requested	Retrieves and reproduce records per request filed	50 Requests for Records filed/200 records	56 requests/497 records retrieved/ served	5	5	5	5	
ROAC MFO 2: No. of messengerial services provided									
PI 4: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A5. Mailing services	Receives/sorts/encodes mails including students' final grades per semester/summer, checked signatures, affixed required stamps and arranged alphabetically for recording purposes	5,000 mails	2,768	4	4	4	4	

<b>ODAHRD MFO 3, Compliance of existing office HRM practices compliant to 9001:2015 Standards</b>									
<b>ROAC MFO 12: Percentage compliance to 5S on office and documentation management</b>									
PI 5: Percentage of 5S compliant	A6. 5S requirement complied	Assists in labeling files/folders based on the revised Records Classification Plan	95% accomplishment	95% accomplishment	4	4	4	4	
<b>ODAHRD MFO 6, Innovations and New Best Pratices Development Services</b>									
<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	A7. New display materials gathered and displayed	Updates 201 files of academic staff displayed at the CSC Accreditation Center	100% accomplishment	100% accomplished	5	5	4	4.66	
<b>ROAC MFO 15: Percentage updating of HR evidences based latest indicators displayed at HR accreditation center</b>									
PI 7: Evidences under R&R gathered, bookbound and displayed at CSC Accreditation Center	A8. Percentage of evidences under R&R bookbound and displayed	Assists in the gathering of documents to support R&R evidences	100% accomplishment	100% accomplished, including HRRM & Other HR records	4	4	4	4	
<b>ROAC MFO 16. Percentage passing to PRIME-HRM level maturity status</b>									
PI 8: All evidences for CSC PRIME-HRM ready for actual onsite assessment	A9. Percentage of evidences prepared/displayed	Updates 201 files of academic staff to conform with the new CSC checklist	100% accomplishment	100% accomplished	5	5	5	5	
<b>Total Over-all Rating</b>								41.32	
<b>Average Rating (Total Over-all Rating divided by 4)</b>									
<b>Additional Points:</b>									
<b>Punctuality</b>									
<b>Approved additional points (with copy of approval)</b>									
<b>FINAL RATING</b>									4.6
<b>ADJECTIVAL RATING</b>									0

Comments & Recommendations for Development Purpose:


*Needs to be trained on computer based records mgmt*

Evaluated & Rated by:

  
**ASTERIA A. SEVILLA**  
Unit Head

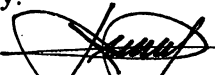
Date: \_\_\_\_\_

Recommending Approval:

  
**LOURDES B. CANO**  
Director, ODAHRD

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 2018Name of Staff: GRACIANA M. ESPINOSAPosition: Admin. 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

<b>A. Commitment (both for subordinates and supervisors)</b>		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	57				
<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	57				
Average Score	4.75				

Overall recommendation : Needs to be trained in computer based records mgmt.

  
**ASTERIA A. SEVILLA**  
 Office Head

# PERFORMANCE MONITORING FORM

Name of Employee: **Graciana M. Espinosa**

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	Filing of docs./201 files of academic staff to its respective folders a day after receipt	5,000 docs.	Within the day after receipt	Within the day after receipt	Within the day after receipt	Impressive	VS	
2	Preparation of PRs/vouchers for purchase/replenishment of stamps	6 PRs/vouchers for purchase/replenishment	PR/vouchers monthly	End of the month	Before end of each month	Impressive	VS	
3	Retrieval and reproduction of records per request for records	497 requests	As the need arises	Within 15 min.	Within 10 min.	Impressive	VS	
4	Receives/sorts/encodes mails alphabetically including students' final grades per semester/summer	5,000 mails	As the needs arises	Within the day of receipt	Within the day of receipt	Impressive	VS	Students' final grades are mailed in batches due to volume & availability of stamps
5	Updates 201 files of academic staff to conform with the new CSC Checklist	100% accomplishment	Aug. 2018	Sept. 2018	Before end of Sept. 2018	Impressive	VS	
6	Assists in gathering of docs to support the HRRM & Other HR Records evidences	100% accomplishment	Aug. 2018	Sept. 2018	Before end of Sept 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: **GRACIANA M. ESPINOSA**

Performance Rating: **July-December 2018**

Aim: To be able to assist in the implementation of records and archives management.

Proposed Interventions to Improve Performance:

Date: July 2018      Target Date: December 2018

First Step:

The staff was recommended to attend a training.

Result:

The recommendation was approved and she was able to attend a training on personal effectiveness.

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

Next Step:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

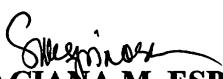
Final Step/Recommendation:

Attendance to a training related to computer based records management .

Prepared by:

  
**ASTERIA A. SEVILLA**  
Office Head

Conforme:

  
**GRACIANA M. ESPINOSA**  
Name of Ratee