

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	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.46

TOTAL NUMERICAL RATING: 4.46Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING: 4.46ADJECTIVAL RATING: VS

Prepared by:

**ISABELITA V. SEDROME**

Name of Staff

Reviewed by:

**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, 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 2018.


ISABELITA V. SEDROME
Ratee

Approved:


ASTERIA A. SEVILLA
Officer-in-Charge

MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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	Assists in filing of documents in 201 files of admin.and academic staff	2,000 docs.	3,224 docs.	4	4	4	4	
ROAC MFO 2: No. of messengerial services provided									
PI 3: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A3. Mailing and messengerial services rendered	Facilitates recording of mails and others documents before delivering the same to recipients	200	250	4	4	4	4	
		Assists in affixing required postage stamps in mailing envelopes including student grades	1,000 mails	3,321 mails	5	5	5	5	
ROAC MFO 3: No. of approved disposal of records secured									
PI 4: No. of Request to Dispose of Records secured from the National Archives of the Phil. (NAP)	A4. Conduct of records inventory/disposal	Conducts inventory of non-current records including 201 files of retired/ separated/resigned faculty and staff	2,000	3,939 docs.	4	4	4	4	

		Identifies/checks the specific and authorized retention periods of non-current records based on GRDS/RDS	100% accomplishment	100% accomplishment	5	5	4	4.66	
ROAC MFO 12: Percentage compliance to 5S on office and documentation management									
PI 5: Percentage of 5S compliant	A5. 5S requirement complied	Conducts inventory of office supplies and arrange in storage cabinets	100% accomplishment	100% accomplishment	4	4	4	4	
ROAC MFO 17: No. of new accreditation/ archival documents gathered and displayed at Archives Center									
PI 6: Accreditation and Archives Center maintained/updated	A6. Display of newly gathered materials/ docs.	Facilitates labelling/ updating of old and newly gathered documents displayed at the Archives/Accreditation Centers	100% accomplishment	100% accomplishment	4	5	5	4.66	
Total Over-all Rating								35.33	
Average Rating (Total Over-all Rating divided by 4)			4.42	Comments & Recommendations for Development Purpose: <i>Has to attend training on basic records management.</i>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.42						
ADJECTIVAL RATING			VS						

Evaluated & Rated by:


ASTERIA A. SEVILLA
Unit Head


Date: _____

Recommending Approval:


LOURDES B. CANO
Director

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: January-June 2018

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	55				
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	55				
Average Score	4.58				

Overall recommendation : To attend training on rewards management.


ASTERIA A. SEVILLA
 Office Head

PERFORMANCE MONITORING FORM

Name of Employee: Isabella V. Sedrome

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	Assist in filing of docs./201 files of admin/casual/contractual staff, etc. to its respective folders	2,000 docs.	Within the day after request	Within the day after request	W/in the day of receipt	Impressive	VS	Assisted V. Acilo in filing docs.
2	Facilitates recording of mails and other docs. in the logbook before delivering the same to recipients	100% accomplishment	As the need arises	Immediately after receipt	Immediately after receipt	Impressive	VS	
3	Assists in affixing required postage stamps in mailing envelopes including students' final grades	100% accomplishment	As the need arises	Within the day of receipt	Within the day of receipt	Impressive	VS	
4	Conducts inventory of non-current records	100% accomplishment	Jan. 2018	June 2018	June 2018	Impressive	VS	
5	Identifies/checks retention periods of non-current records based on GRDS/RDS	100% accomplishment	Jan. 2018	June 2018	June 2018	Impressive	VS	
6	Conducts inventory of office supplies and arrange in storage cabinets	100% accomplishment	June 2018	End of June 2018	Before end of June 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: **ISABELITA V. SEDROME**

Performance Rating: January-June 2018

Aim: To be able to assist in the conduct of records inventory and provide assistance to filing system.

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 2018

First Step:

One-on-one coaching session to further guide her in the conduct of records inventory.

Result:

Has listed non-current records and the corresponding retention period.

Date: _____ Target Date: _____

Next Step:

Continue conducting inventory of 201 files of retired/separated/resigned faculty and staff.

Outcome: Inventory of non-current records completed.

Final Step/Recommendation:

To let her attend training on records management

Prepared by:


ASTERIA A. SEVILLA
Office Head

Conforme:


ISABELITA V. SEDROME
Name of Ratee