

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION**  
**January-June 2016**

Name of Administrative Staff: **VIRGILIO C. ACILO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.41	70%	3.09
2.Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
<b>TOTAL NUMERICAL RATING</b>			4.39

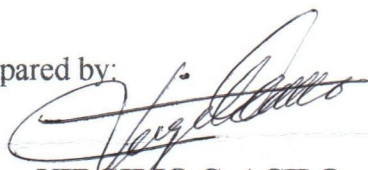
TOTAL NUMERICAL RATING: 4.39

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.39

ADJECTIVAL RATING: VS

Prepared by:

  
**VIRGILIO C. ACILO**  
 Name of Staff


Reviewed by:

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

Recommending Approval:

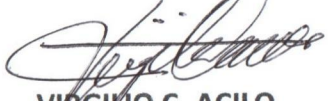
  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

Approved:

  
**EDCARDO E. TULIN**  
 President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Virgilio C. Acilo, of the Records Office & Archives Center commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan.-June, 2016.

  
**VIRGILIO C. ACILO**  
Ratee

Approved:   
**ASTERIA A. SEVILLA**  
Officer-in-Charge

MFO & Performance Indicators (PI)	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>	
ODARHD MFO 1 - Administrative and Support Services Management									
Records MFO 1: Efficient office and files management									
PI 1. Efficient and customer friendly frontline services	A.1 Zero complaint from clients	Entertained clients and serve them promptly, efficient and effectively	No complaint	No complaint	5	5	5	5	
PI 2. No. of communications and other documents systematically filed a day from receipt	A.2 Systematic filing of communications and other documents a day from receipt	Filed communications, contracts and docs. of academic staff (non-teaching, High School, retirees) to its respective folders (appointments, medical cert., SALN, cert. of trainings, TOR, PDF, PDS etc)	2,500 docs.	3,800 docs.	5	4	4	4.33	
	A.3 PRs and vouchers preparation, index for memo/ circulars	Prepared PRs, RIS for gasoline, office supplies and encoded table of contents for memos/circulars	100% compliance	100% compliance	5	5	4	4.67	
PI 3 No. of adm.offices monitored daily, Flag Ceremonies at Admin. Bldg & university-wide activities	A.4 Attendance monitoring	Monitored attendance of admin. Staff during university-wide activities (Alay Lakad, CSC month celebration, etc)	100% compliance	100% compliance	5	4	5	4.67	
		Monitored attendance of admin staff in different offices/units daily except on Mondays, closed logbook of attendance after 8:00 am	13 offices/units	13 office/units	4	4	4	4	
Records MFO 3: No. of linkages with external agencies maintained									
PI 4. No. of linkages with external agencies continuously maintained/strengthened	A.5 Accommodation of visitors	Entertained/received mails delivered by Post Office personnel	100% compliance	100% compliance	4	4	4	4	



<b>ODAHRD MFO 4: Compliance to Level 2 Re-Accreditation Status under PRIME-HRM of CSC</b>									
<b>Records MFO 9: No. of PRIME-HRM areas ready for assessment under level 2 maturity status</b>									
PI 5. No. of documents gathered and reproduced	A.6 Gathering of supporting documents	Gathered/photocopied documents	100% compliance	100% compliance	4	4	4	4	
	A.7 Maintains update of 201 files of academic staff	Sorted/Updated records received for 201 files of academic staff	90 Personal files/ folders to be updated	94 Personal files/ folders updated	5	4	4	4.33	
<b>ODAHRD MFO 7: Personnel Records Development and Management Services</b>									
<b>RECORDS MFO 8: Percentage of CSC/DBM/GSIS/BOR Rules and Policies on leave administration and policies on employees' compensation implemented</b>									
PI 6. No. of appointments and supporting documents updated and filed in 201 files including NOSA/NOSI	A.8 Filing of appointments & other supporting documents, Notice of Salary Adjustment/ Increment of academic staff	Classified/filed documents including NOSI/NOSA	1,500 docs.	1,527 docs.	5	4	4	4.33	
	A.9 No. of leave applications filed	Received, classified and filed approved leave applications in its respective folders	2,346 leave application	2,950 leave applications	5	4	4	4.33	
<b>ODAHRD MFO 10: Records and Archives Management</b>									
<b>Records MFO 15: No. of New Accreditation/Archival documents gathered and displayed at the Accreditation/Archives Center</b>									
PI 7: No. of additional accreditation/ archival documents gathered and displayed at the Accreditation/ Archives Centers	A.10 Gathering of additional docs./records for display at the Archives/Accreditation Centers	Assisted in gathering/binding of documents for display	100% compliance	100% compliance	4	4	4	4	
	A.11 Retrieved/photocopied docs. needed for the AACCUP	No. of documents reproduced per Request for Records	1,000 docs.	1,097 docs.	5	5	4	4.67	
<b>Records MFO 16: All required HR documents prepared/gathered and profile under Area 3 of Institutional Accreditation</b>									
PI 8. Percentage of docs.gathered and reproduced	A.12 Gathering of documentary evidences	Gathered and photocopied needed supporting documents	500 docs.	510 docs.	5	5	4	4.67	
<b>Records MFO 10: Messengerial services provided</b>									
PI 9. No. of docs./memos and other issuances delivered to different offices within the day of receipt	A.13 No. of memos/circulars delivered	Delivered memos/circulars and other docs. in the absence of the incharge	100% compliance	100% compliance	5	5	4	4.67	

	A.14 No. of mails delivered to Postal Office	Delivered/received mails to/from Postal Office in the absence of the incharge	100% compliance	100% compliance	5	5	4	4.67	
<b>Records MFO 11: Approval to dispose records secured/conducted</b>									
PI 10. No. of records evaluated/ listed during records inventory	A.15 Conduct of records inventory	Evaluated/encoded list of non-current records	80 records	110 records	4	5	4	4.33	
<b>Total Over-all Rating</b>								70.67	

Average Rating (Total Over-all Rating divided by 4)		4.41
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		VS

Comments & Recommendations for Development Purpose:

Received by:


Calibrated by:


Recommending Approval:

Approved by:

  
**REDEMPTA L. SORIA**  
Planning Office

  
**REMBERTO A. PATINDOL**  
PMT

  
**LOURDES B. CANO**  
Director, ODAHRD

  
**EDGARDO E. TULIN**  
President

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

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

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

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

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



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June, 2016

Name of Staff: VIRGILIO C. ACILO Position: Adm. 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	52				
<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	52				
Average Score	4.33				

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

  
**ASTERIA A. SEVILLA**  
 Name of Head