

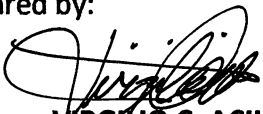
## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.40</b>

TOTAL NUMERICAL RATING: 4.40Add: Additional Approved Points, if any:                     TOTAL NUMERICAL RATING: 4.40ADJECTIVAL RATING: VS


Prepared by:

  
**VIRGILIO C. ACILO**  
 Name of Staff


Reviewed by:

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

Recommending Approval:

  
**LOURDES B. CANO**  
 Director, ODAHRD

Approved:

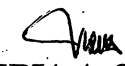
  
**REMBERTO A. PATINDOL**  
 Vice President for Admin. & Finance

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Virgilio C. Acilo 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.

  
**VIRGILIO C. ACILO**  
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	A1. Zero complaint from clients	Attends to the needs of clients	Zero 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 contracts, 201files of admin. staff (regular, casual, contractual) parttime academic staff, leave applications etc. to its respective folders	5,000 docs.	5,912 docs.	4	4	4	4	
	A3. Financial documents prepared	Prepares PRs/voucher for fuel, office supplies, job requests, payroll of JO, etc.	100% accomplishment	100% accomplishment	4	4	4	4	
PI 3: No. of records reference services served per Request for Records	A4. No. of records retrieved/ reproduced as requested	Retrieves and reproduces records per approved request for records filed	50 requests/200 records	144 requests/639 records	4	5	5	4.66	
PI 4: No. of attendance monitoring in different admin. offices/units daily including University-wide activities	A5. Attendance monitoring	Monitors attendance in different admin. offices/units daily except on Mondays and closed attendance logbook after 8:00 a.m.	14 Admin. Offices/units	14 Admin. Offices/units	4	4	4	4	
		Monitors attendance of staff during flag ceremonies in Admin bldg. and during University-wide activities	24 Flag Ceremonies/ Univesity-wide activity	24 Flag Ceremonies/1 university-wide activity	5	5	5	5	Women's month

<b>ROAC MFO 2: No. of messengerial services provided</b>									
PI 5: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A6. Mailing and messengerial services rendered	Delivers memos/circulars, and other documents within the day of receipt including delivery of mails to Post Office in the absence of the Incharge	100% accomplishment	100% accomplishment	4	4	4	4	
<b>ROAC MFO 3: No. of approved disposal of records secured</b>									
PI 6: No. of Request to Dispose of Records secured from the National Archives of the Phil. (NAP)	A7. Conduct of records inventory/ disposal	Segregates valueless records/ folders approved for disposal based in the Authority to Dispose of Records issued by NAP	100% accomplishment	100% accomplishment	4	4	4	4	
<b>ROAC MFO 15: Percentage updating of HR evidences based latest indicators displayed at HR accreditation center</b>									
PI 7. All evidences for CSC PRIME-HRM ready for actual onsite assessment	A8. Percentage of evidences prepared/ displayed	Updates 201 files of administrative staff based on the new CSC checklist	100% accomplishment	second half					
<b>Total Over-all Rating</b>								34.66	
<b>Average Rating (Total Over-all Rating divided by 4)</b>			4.33	<b>Comments &amp; Recommendations for Development Purpose:</b> <i>Attendance to training on computer based records management + disposal</i>					
<b>Additional Points:</b>									
<b>Punctuality</b>									
<b>Approved additional points (with copy of approval)</b>									
<b>FINAL RATING</b>			4.33						
<b>ADJECTIVAL RATING</b>			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: **VIRGILIO C. ACILO**

Position: **Admin. 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	55				
<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	55				
Average Score	4.58				

Overall recommendation : Needs to attend training on rewards management.

  
**ASTERIA A. SEVILLA**  
 Office Head

**PERFORMANCE MONITORING FORM**Name of Employee: **Virgilio C. Acilo**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Filing of docs./201 files of admin/casual/contractual staff, etc. to its respective folders a day after receipt	5,000 docs.	Within the day after receipt	Within the day after receipt	W/in the day of receipt for 201 files; delayed with other docs.	Needs improvement	S	With the assistance of Ms. I.Sedrome esp. if forwarded from PRPEO/ ODAHRD in batches
2	Preparation of PRs/vouchers for fuel, office supplies, job requests, payroll of JO, etc.	100% accomplishment	As the need arises	Within the day	Within the day	Impressive	VS	
3	Retrieval and reproduction of records per request for records	50 requests/ 200 records	As the need arises	Within 15 min.	Within 15 min.	Impressive	VS	
4	Monitors attendance in admin. offices/units daily except on Mondays & closed logbook at 8:00 a.m.	14 admin. Offices/units	Every Tuesdays-Fridays	Between 8:00-8:30 am	Between 8:00-9:00 am	Impressive	VS	
5	Monitors attendance of staff during flag ceremonies in Admin bldg. & during university-wide activities	100% accomplishment	Jan. -June 2018	Every Monday	Every after flag ceremonies	Impressive	VS	
6	Segregates valueless records/folders per approved for disposal by NAP	100% accomplishment	Jan. 2018	June 2018	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: **VIRGILIO C. ACILO**  
Performance Rating: **January-June 2018**

**Aim:** To be able to implement effective records management and increase efficiency.

Proposed Interventions to Improve Performance:

**Date:** January 2018 **Target Date:** June 2018

**First Step:**

Coaching and monitoring in filing system.

**Result:**

Showed improvement in assigned tasks.

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

**Next Step:**

Attendance to next scheduled training on 5S.

**Outcome:** None yet.

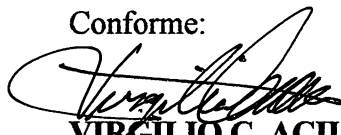
**Final Step/Recommendation:**

Needs to attend training on Records Management and requirements for 5S  
implementation.

Prepared by:

  
**ASTERIA A. SEVILLA**  
Office Head

Conforme:

  
**VIRGILIO C. ACILO**  
Name of Ratee