

I, **Asteria A. Sevilla** 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 2017.

Approved: **LOURDES B. CANO**
Director, ODAHRD

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODARHD MFO 1 - Administrative and Support Services Management									
ROAC MFO 1: Efficient office and files management									
PI 1: Efficient and customer friendly frontline services	A.1 Customer satisfaction	Attended to the needs of clients	Zero complaint	Zero complaint from clients served	5	5	5	5	
PI 2: Efficient filing and retrieval of docs./records	A.2 Supervision in filing of documents	Monitored/supervised the filing of documents and ascertained that documents requested are retrieved within 3 min. from filing of request	100% accomplishment	100% accomplishment	5	5	5	5	
		Supervised/monitored the Incharge of database for back-up files of permanent/archival records	100% accomplishment	100% accomplishment	5	5	5	5	
	A.3 No. of docs.retrieved for reproduction/authentication	No. of docs. authenticated	200 docs. authenticated	248 docs. authenticated	5	5	5	5	
ROAC MFO 3: No. of personnel directly supervised									
PI 3. No. of personnel directly supervised	A.4 Supervision of staff	Supervised/coached office staff on their assigned tasks	4 staff	5 staff	5	5	5	5	
	A.5 Monitoring of attendance	Supervised the daily monitoring of attendance in different units/depts.,during flag raising ceremonies and other university-wide activities	100% accomplishment	100% accomplishment	4	5	5	4.67	
ROAC MFO 4: No. of linkages with external agencies continuously maintained									

PI 4. No. of linkages with external agencies continuously maintained	A.6 Strengthening of existing linkages	Maintained/strengthened linkages with NAP, COA and Postal Offices	4 linkages maintained (NAP Cebu, NAP Manila, Baybay Postal Office, VSU Postal Office & VSU COA)	5	5	5	5	5
ROAC MFO 5: Adhoc assignments performed								
PI 5: No. of ad hoc assignments performed	A.7 Attendance to committee meetings/investigations	Received requests and facilitated/scheduled committee meetings/investigations and sent notices to committee members	4 committees	5	5	5	5	5
		Prepared minutes/reports/proceedings/referendum/excerpts for review and signature of the committee members	100% accomplishment	5	5	5	5	5
ODAHRD MFO 2: Compliance to ISO requirements/alignments to QMS								
ROAC MFO 7: Membership in the university QMS Team								
PI 7: No. of meetings facilitated and attended	A.8 Attendance in meetings	Facilitated/arranged meetings and sent notices to all members	100% compliance	5	5	5	5	5
		Prepared/finalized minutes of meetings for review/signature of the members	4 meetings, 4 Minutes of Meetings	5	5	5	5	5
ODAHRD MFO 3: Compliance to PRIME-HRM reaccreditation status using the enhanced tool								
ROAC MFO 7: No. of PRIME-HRM areas ready for assessment for level 2 reaccredited maturity status by CSC								
PI 8: No. of PRIME-HRM areas awarded level 2 maturity	A.9 Preparation and gathering of documents needed	Prepared/gathered additional documents on Rewards and Recognition	1 area prepared in preparation for CSC assessment	5	5	4	4	4.67
ROAC MFO 5: Compliance with CSC HAP								
PI 9: No. of nominations submitted to CSC	A.10 Evaluation of nominations	Facilitated/arranged schedule of meetings and sent notices to all members of SIAC	1 meeting	4	5	5	5	4.67
		Facilitated evaluation and submission of nomination to the Office of the University President with supporting docs	3 HAP nominations facilitated/submitted	5	5	5	5	5
ODAHRD MFO 9: Human Resource Management Services								
ROAC MFO 12: No. of new HR systems designed and endorsed to higher offices/bodies								

Received by:


TERESA L. QUIÑANOLA
Head, PRPEO

Calibrated by:


REMBERTO A. PATINDOL
PMT

Recommending Approval:


REMBERTO A. PATINDOL, PhD
Administration and Finance

Approved by:


EDGARDO E. TULÍN
President

Date: _____

Date: _____

Date: _____

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January-June 2017

Name of Administrative Staff: **Asteria A. Sevilla**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: 4.74
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: 0

Prepared by:


ASTERIA A. SEVILLA
Name of Staff

Reviewed by:


LOURDES B. CANO
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan.-June 2017

Name of Staff: ASTERIA A. SEVILLA Position: Adm. Officer II

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	⑤	4	3	2	1
Total Score					
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	22				
Average Score	4.82				

Overall recommendation : _____


LOURDES B. CANO
Name of Head