

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MARIA ROBERTA S. MIRAFLOR

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	4.88 x 70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	4.88 x 30%	1.46
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: OUTSTANDING

Reviewed by:


REMBERTO A. PATINDOL
VP for Admin. & Finance

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
✱ President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ROBERTA S. MIRAFLOR**, of the **Office of the Vice Director for Finance (ODF)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July 1 to December 31, 2018.

MARIA ROBERTA S. MIRAFLOR

Ratee

Recommending Approval:

REMBERTO A. PATINDOL

VP for Admin. & Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of Dec. 31, 2018		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
UMFO 5. General Administration and Support Services										
PI 1: Efficient Office Management	A1. Office Related Tasks	Files and consolidates PPMPs under GF, STF, TF, IGP and CF	210	245	116.67	5	4	5	4.67	
		Prepares PPMP for OVPAF under GF and STF	2	2	100.00	5	4	5	4.67	
		Checks and countersigns documents for VPAF action	3500	5536	158.17	5	5	5	5.00	
	A2. Report Preparation & Submission	Prepares and updates Annual Procurement Plan (APP) of the university for submission to COA & GPPB	2	2	100.00	5	5	5	5.00	
PI 2. Involvement in major university committee	A1. Bids and Awards Committee Involvement as Secretariat	Prepares Minutes of Meeting	10	10	100.0%	5	4	4	4.33	
		Assists in the preparation of Bidding Documents	57	57	100.0%	5	5	4	4.67	
		Attends to pre-bidding conferences, bid openings and BAC Special meetings	57	57	100.0%	5	5	5	5.00	
	A2. Performance Management Team(PMT) Involvement as Secretariat	Prepares Notices of Meetings	3	3	100.0%	5	5	5	5.00	
		Prepares Attendance Sheets for Meetings	3	3	100.0%	5	5	5	5.00	
		Prepares Minutes of Meetings	3	3	100.0%	5	5	4	4.67	
		Gather data and attachments for the univesity accomplishments by Major Final Outputs (MFOs)	20	30	150.0%	5	5	5	5.00	
		Submits accomplishment reports by Major Final Outputs (MFOs) to AO Secretariat	20	30	150.0%	5	5	5	5.00	
PI 3. Computer Management System Development & Maintenance	A1. Online Reporting System (URS) submission to DBM	Quarterly online submission of Budget Accountability Reports (BAR)	2	2	100.0%	5	5	5	5.00	
		Quarterly online submission of Budget Execution Document (BED)	2	2	100.0%	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of Dec. 31, 2018		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q¹	E²	T³	A⁴	
		Quarterly online submission of Financial Accountability Reports (FAR)	25	25	100.0%	5	5	5	5.00	
		Monthly online submission of Summary Performance Monitoring Report (SPMR)	6	6	100.0%	5	5	5	5.00	
		Submits generated reports of BEDs, BARs, FARs and SPMRs to the web team for uploading to the Transparency Seal (TS) in the VSU website	35	35	100.0%	5	5	5	5.00	
PI 4: Administrative and Support Services Management	No. of documents/ vouchers prepared for processing	Prepared documents for travel, APPs, PRs, reimbursements, liquidations, OIC letters and finalizes individual and office performance report within deadline	40	61	152.5%	5	5	4	4.67	
	No. of meetings (BAC, PMT, ISO, etc)	Participates on meetings	70	75	107.1%	5	5	5	5.00	
	Promptly attends to queries/concerns of clients	Attends to queries of clients	100% attended	100% attended	100.0%	5	5	5	5.00	
Total Over-all Rating						100	97	96	97.67	
Average Rating (Total Over-all rating divided by # of entries)					4.88	Comments & Recommendations for Development Purpose: <i>To attend trainings on procurement and management</i>				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.88					
ADJECTIVAL RATING					Outstanding					

Rated & Evaluated by:


REMBERTO A. PATINDOL
Chairman, PMT


Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
VP for Admin. & Finance

Date: _____

Approved:


EDGARDO E. TULIN
President

Date: _____

Date: _____

- 1 - quality
- 2 - efficiency
- 3 - timeliness
- 4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2018

Name of Staff: MARIA ROBERTA S. MIRAFLOR

Position: Administrative 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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		59				

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	24				
Average Score	4.88				

Overall recommendation : _____



REMBERTO A. PATINDOL

Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Office of the Vice President for Administration & Finance

Head of Office: Dr. REMBERTO A. PATINDOL

Number/Name of Personnel: MARIA ROBERTA S. MIRAFLOR

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Regular Monitoring of progress of preparation & submission of required reports				Improvement in the process and delivery of services
Coaching	Discuss with staff possible mechanisms or actions to facilitate operations of the office				Improvement in the process and delivery of services

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



REMBERTO A. PATINDOL
Immediate Supervisor

Noted by:



EDGARDO E. TULIN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIA ROBERTA S. MIRAFLOR**

Signature: _____

Performance Rating: **July 1 to December 31, 2018**

Aim: To efficiently assist the Vice President in the implementation of the administrative and budgeting program of the university.

To maximize the productivity potential and efficient delivery of administrative services and provide accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

To enhance her knowledge on new policies on procurement process and performance target setting in the university.

Proposed Interventions to Improve Performance:

Date: **July 1, 2018**

Target Date: **December 31, 2018**

First Step:

Attendance to trainings that will help improve the delivery of performance and clientele satisfaction.

Result:

Attended the "Transformational Leadership in a Changing Environment" Seminar which developed her efficiency and productivity in the implementation of the administrative and budgeting program of the university.

Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


REMBERTO A. PATINDOL
Unit Head

Conforme:


MARIA ROBERTA S. MIRAFLOR
Administrative Officer II