

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	4.82	4.82 x 70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	4.94 x 30%	1.48
TOTAL NUMERICAL RATING			4.85


TOTAL NUMERICAL RATING: 4.85
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.85

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. MIRAFLORES**, of the **Office of the Vice President for Administration & Finance (OVPAF)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1 to June 30, 2018.

Recommending Approval:

MARIA ROBERTA S. MIRAFLORES

Ratee

REMBERTO A. PATINDOL

VP for Admin. & Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Percentage of Accomplishment as of June 30, 2018	Details of Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Administrative and Support Services Management	No. of documents/ vouchers prepared for processing	Prepares documents for travel, reimbursements, liquidations, OIC letters and purchase requests	100%	100%	documents prepared within deadline	5	5	4	4.67	
		Prepares and finalizes individual and office performance report within deadline	100%	100%	documents prepared within deadline	5	5	4	4.67	
	No. of Office related tasks	Prepares official communications, drafts memoranda and circulars issued by OVPAF	100%	100%	prepared official communications as per request	5	5	5	5.00	
		Promptly attends to queries/concerns of clients/end-users personally and over the phone	100%	100%		5	5	5	5.00	
		Attends to meetings and orientations on various university activities (LSU-ADPA Comelec, ISO, ISA-SED, other Committee membership)	100%	100%		5	4	5	4.67	
	PMT Involvement as Secretariat	Prepares Notices of Meetings for PMT Members	1	1	100%	5	4	5	4.67	
		Attends to meetings and discussions on VSU's target and accomplishments	100%	100%		5	5	5	5.00	
		Prepares minutes of meetings	1	1	100%	5	5	4	4.67	
		Provides documents needed for CSC PRIME-HRM Assessment	100%	100%	Provided documents for submission to ODAHRD to be used for CSC PRIME-HRM Assessment	5	5	4	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Percentage of Accomplishment as of June 30, 2018	Details of Actual Accomplishment	Rating				Remarks
						Q¹	E²	T³	A⁴	
Financial Services and Management	No. of reports consolidated, encoded and submitted online for submission to DBM	Submits Budget Proposals online thru OSBP (Online Submission on Budget Proposals) of DBM	100%	100%	Encoded and submitted reports in OSBP System for DBM within the deadline	5	4	5	4.67	
		Consolidates quarterly reports of the Main and external campuses before encoding in the URS (Unified Reporting System) online system of DBM	100%	100%	Consolidated quarterly reports	5	5	5	5.00	
		Submits quarterly reports online thru URS	33 reports (18 reports for 1Q and 15 reports for 2Q)	33 reports	Submitted and confirmed URS System to DBM within the deadline	5	5	5	5.00	
	No. of laboratory subjects allocated by office/department	Segregates lab subjects by office/ department per units/no. of students/lab fees	595 subjects (2nd sem and Summer)	595 subjects	Segregated subjects to corresponding departments	5	5	4	4.67	
Procurement & BAC Secretariat Services	BAC Involvement as Secretariat	Files and consolidates PPMPs and PRs under GF, STF, TF, IGP and CF	100%	100%		5	5	4	4.67	
		Prepares reports of APP-CSE and APP non-CSE for submission to DBM	100%	100%	Prepared reports and uploaded in the VSU website within deadline	5	5	5	5.00	
		Prepares Notices of Meetings for BAC Observers	95%	95%		5	4	5	4.67	
		Prepares minutes of meetings	75%	75%		5	5	4	4.67	
		Assists in the preparation of Bidding Documents	90%	90%		5	5	5	5.00	
		Attends to meetings, conferences and Public Biddings	100%	100%		5	5	5	5.00	
		Promptly attends to queries of suppliers/contactors regarding bidding	90%	90%		5	4	5	4.67	
Innovations & Best Practices		Maintains good atmosphere with co-employees within the office	100%	100%		5	5	5	5.00	
		Sends Communications and memorandas thru IP messenger and VSU Workplace	100%	100%		5	5	5	5.00	
Total Over-all Rating						50	47	47	106.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Percentage of Accomplishment as of June 30, 2018	Details of Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Average Rating (Total Over-all rating divided by # of entries)					4.82	Comments & Recommendations for Development Purpose: <i>To attend trainings/ seminars on procurement & contract admin.</i>				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.82					
ADJECTIVAL RATING					Outstanding					

Evaluated and rated by:


REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

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

Approved:


REMBERTO A. PATINDOL
VP for Admin. & Finance

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 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	25				
Average Score	4.94				

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. MIRAFLORES

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

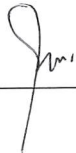
Noted by:



EDGARDO E. TULIN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA ROBERTA S. MIRAFLOR
Performance Rating: January 1 to June 30, 2018

Signature: 

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 of new policies on procurement process.

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

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

Result:
Acquired skills and knowledge from the training.

Date: _____ Target Date: _____


Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


REMBERTO A. PATINDOL
Unit Head

Conforme 
Maria Roberta S. Miraflor
Ratee Ratee