

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFName of Administrative Staff: **ASTERIA A. SEVILLA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.87
ADJECTIVAL RATING: 0


Prepared by:

Reviewed by:


ASTERIA A. SEVILLA
Name of Staff


LOURDES B. CANO
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, **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 2018**.

ASTERIA A. SEVILLA
OIC, Records Office & Archives Center

Approved:


LOURDES B. CANO
Director, ODAHRD

MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OVPAP 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 services	A1. Satisfied clients thru efficient and effective	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. Effective files management	Supervises/checks filing system from time to time	100% accomplishment	100% accomplishment	5	5	4	4.66	
PI 3: No. of records reference services served per Request for Records	A3. Renders records reference services	Verifies/acts on Requests for Records filed as per Citizen's Charter	100% accomplishment	100% accomplishment	5	5	5	5	
PI 4: No. of attendance monitoring in different admin. offices/units daily including University-wide activities	A4. Attendance monitoring	Supervises the staff assigned in attendance monitoring and reports non-compliance in the use of logbook	100% accomplishment	100% accomplishment; Submitted one (1) report of missing JO logbook at GSD office for action	5	5	5	5	
ROAC MFO 2: No. of messengerial services provided									
PI5: No. of docs. delivered to different units and mails dispatched to Post Office w/in the day of receipt	A5. Efficient messengerial services	Sees to it the all memos, circulars and other issuances including mails are delivered within the day of receipt	100% accomplishment	100% accomplishment/ urgent issuances were sent thru intranet	5	5	4	4.66	
ROAC MFO 3: No. of approved disposal of records secured									

PI 6: No. of approved Request to Dispose of Records secured from the National Archives of the Phil. (NAP)	A6. No. of approved disposal of records secured	Reviews/finalizes records listed in the "Request for Authority to Dispose of Records" for signature of the University President and submits to NAP for approval	1 approval	1 approval	5	5	5	5	
ROAC MFO 4: No. of personnel directly supervised									
PI 7: No. of personnel directly supervised	A7. Provides direction/supervision of staff	Supervises/coaches staff on their assigned tasks	100% accomplishment	100% accomplishment	5	5	4	4.66	
ROAC MFO 5: No. of linkages with external agencies maintained									
PI 8: Linkages with government agencies maintained	A8. Maintains linkages with other government agencies	Entertains/maintains linkage with other government agencies	NAP, Postal Office of Baybay & VSU, COA	NAP, Postal Office of Baybay & VSU, COA	5	5	5	5	
ROAC MFO 6: No. of adhoc committee assignments performed									
PI 9: Membership in committees performed	A9. Committee assignments performed	Acts as secretary, schedules meetings, prepares minutes of meetings for action of the University President	5 meetings/minutes of meetings	4 QMS Task Force meetings, 3 Honors & Awards Comm. Meetings & 1 SIAC meeting & minutes of meetings prepared	5	5	5	5	Suggestion & Incentive Awards Committee, Honors & Awards Comm, QMS Task Force
	A10. Fact-finding/Formal Investigations performed	Acts as secretary of fact-finding/preliminary and formal investigation committees, transcribes proceedings and prepares draft reports	100% accomplishment	100% accomplishment	5	5	5	5	5 Investigation Comm: (1) Enrolment of Alistair de Cruz, (2) SG G.O. Merto, (3) M.G. Cornell, (4) J.G.P. Dingal (5) Seafront & Garden Beach Resort
ODAHRD MFO 2: Compliance of existing HRM practices to PRIME-HRM Standards - Level 2 Maturity Status									
ROAC MFO 7. Percentage implementation of learning and development policies for faculty and staff facilitated and monitored									
PI 10: Percentage of requests for scholarships/attendance to trainings screened based on policies	A11. Personnel development requests facilitated	Facilitates screening of requests/recommendations for scholarships/attendance to trainings by the Admin. Scholarship Committee	95% of requests for scholarships/attendance to trainings screened by the VSU Admin. Scholarship Committee	95% of requests for scholarships/attendance to trainings screened by the VSU Admin. Scholarship Committee	5	5	5	5	5% are direct orders to attend from the Office of the President

	A12. Function as secretary of the VSU Admin. Scholarship Committee performed	Schedules meetings and prepares minutes of meetings/ excerpts to support the action/ recommendation of the committee as approved by the University President	50 requests, 6 meetings 6 minutes, 50 excerpts 15 referendum/ endorsements prepared	71 requests, 10 notices of meetings, 8 minutes of meetings, 71 excerpts, 17 referendum, 17 endorsements	5	5	5	5	
ROAC MFO 10. Percentage of nominees to CSC Honors & Awards Program assisted and nomination write up submitted on or before deadline									
PI 12: HAP nominations screened/ evaluated and recommended	A13. HAP nominations submitted to CSC	Schedules meetings/prepares minutes, excerpts and other documents to support the nomination	100% accomplishment	100% accomplishment	5	5	5	5	
ODAHRD MFO 3. Compliance of existing office HRM practices compliant to 9001:2015 Standards									
ROAC MFO 11: Percentage of existing work instructions revised, finalized and fully implemented									
PI 13: Percentage of Work Instructions revised, finalized and implemented.	A14. Percentage of Work Instructions revised	Revises/finalizes Work Instruction	100% accomplishment	2nd half					
ROAC MFO 12: Percentage compliance to 5S on office and documentation management									
PI 14: Percentage of 5S compliant	A15. 5S requirement complied	Implements the 5S requirement ready for audit	95% compliance	90% compliance	4	4	4	4	
ODAHRD MFO 5. Efficient database/records management compliant to ISO standards									
ROAC MFO 13: Number of computer based HR records management system maintained and updated									
PI 15: No. of computer based HR system maintained and percentage of records uploaded/updated	A16. Permanent records uploaded	Supervises the JO staff incharge of maintaining/ uploading permanent records in the database	1 data base system installed/ maintained/20% permanent records	100% accomplishment	5	5	5	5	BOR Resolutions almost completely uploaded in the database
ODAHRD MFO 6. Innovations and New Best Pratices Development Services									
ROAC MFO 14: No. of new HR systems/best practices/ innovations introduced and implemented									
PI 16: No. of new HR systems endorsed to higher bodies	A17. No. of HR systems endorsed/best practice introduced	Facilitates deliberation of new HR system and endorsement to higher body	100% accomplishment	second half					1 HR system (Mentoring of Admin staff)
ROAC MFO 16: Number of operations manual per office prepared									
PI 17: No. of office manual prepared	A18. Simplified manual on Records Management prepared and submitted	Prepares/submit drafts manual for review and correction	100% accomplishment	second half					
ROAC MFO 17: No. of new accreditation/ archival documents gathered and displayed at Archives Center									

PI 18: Accreditation and Archives Center maintained/updated	A19. New display materials gathered and displayed	Gathers new evidences/ documents for display at the Accreditation /Archives Centers	8 new display materials	10 new display materials (5 at the Accreditation Center/5 at the Archives Center)	5	5	5	5	
ROAC MFO 15: Percentage updating of HR evidences based latest indicators displayed at HR Accreditation Center									
PI 19: Evidences under R&R gathered, bookbound and displayed at HR accreditation center	A20. Percentage of evidences under R&R bookbound and displayed	Facilitates gathering/updating of R&R evidences and displays bookbound copy with another copy for submission to CSC Field Office	100% accomplishment	100% accomplishment	5	5	5	5	
ROAC MFO 16. Percentage passing to PRIME-HRM level maturity status									
PI 20. All evidences for CSC PRIME-HRM ready for actual onsite assessment	A21. Percentage evidences prepared and displayed	Checks that assigned docs. for display at the CSC Accreditation Center are all ready for assessment	100% accomplishment	second half					
Total Over-all Rating								82.98	
Average Rating (Total Over-all Rating divided by 4)			4.88	<div>Comments & Recommendations for Development Purpose: <i>Needs to attend training on records mgmt. & control to be able to manage & train records controller in various units.</i> </div>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.88						
ADJECTIVAL RATING			0						

Evaluated & Rated by:

LOURDES B. CANO

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: **ASTERIA A. SEVILLA**

Position: Admin. Officer 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					
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	82				
Average Score	4.82				

Overall recommendation : To attend further training on records and document control.


LOURDES B. CANO
 Director, ODAHRD

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ASTERIA A. SEVILLA**

Performance Rating: January-June 2018

Aim: To be able to establish a records management data base system

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 2018

First Step:

Support hiring of a programmer to guide in preparing the framework of the system. Let her attend training on computer based records management, if this is my schedule

Result:

The data base program already in place and some of the important documents already scanned

Date: _____ Target Date: _____

Next Step:

Continue scanning and uploading of scanned documents in the data base

Outcome:

at least the system is already 75% uploaded with required documents


Final Step/Recommendation:

Continue the scanning & uploading. Require Ms. Sevilla to attend training on records mgmt. & archiving to conduct trainings of other staff of the university.

Prepared by:


LOURDES B. CANO
Office Head

Conforme:


ASTERIA A. SEVILLA
Name of /Ratee