



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Ms. Graciana M. Espinosa

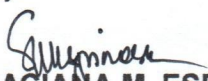
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.62	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.39
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING: 4.62
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.62

FINAL NUMERICAL RATING 4.62

ADJECTIVAL RATING: Outstanding

Prepared by:


GRACIANA M. ESPINOSA
Name of Staff

Reviewed by:



ASTERIA A. SEVILLA
Department/Office Head


Recommending Approval:



LOURDES B. CANO
Dean/Director

Approved:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance


GRACIANA M. ESPINOSA
Ratee

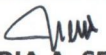

ASTERIA A. SEVILLA
OIC (July-Oct 2019)


MARIA ROBERTA S. MIRAFLORES
OIC (Nov-Dec. 2019)

MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OVPAP MFO 2: ISO ALIGNED MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES									
ODAHRD MFO I: ISO aligned Personnel Records Development & Management Services									
ROAC MFO 1. Percentage implementation of leave benefits, compensation & other employee benefits									
PI 1: No. of leave applications, NOSI, NOSA filed within the day of receipt	A1. Systematic filing of docs/ records	Files communications, contracts and 201 files of academic staff (teaching, non-teaching) to its respective folders including NOSI/NOSA	5,000 docs	5,982 docs	5	5	4	4.66	
		Updates 201 files of academic staff based on the new CSC checklist	200 files	312 files	5	5	4	4.66	
ROAC MFO 2: No. of certifications and service records issued and documents authenticated									
PI 2: No. of records/documents authenticated	A2. Authentications of docs./records	Retrieves/reproduces records/docs per approved request for records filed	500 docs/records	722 docs/records	5	5	4	4.66	
ODAHRD MFO 2: ISO Aligned Records and Archives Management									
ROAC MFO 5: No. of messengerial services provided and approved disposal of records secured									
PI 3: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A3. Mailing services	Receives/sorts/encodes mails, checks signatures, affixes required stamps and arranges alphabetically for easy retrieval	1,000 mails	430 mails	5	4	4	4.33	
PI 4: No. of request to dispose of records secured from NAP	A4. Records disposal	Reviews list of valueless records based on records inventory conducted	100% accomplishment	100% accomplishment	4	4	4	4	
ODARHD 5. FOI aligned compliance and reporting requirements									


ROAC MFO 6: Percentage and compliance of reporting requirements in accordance with FOI Manual									
PI 5: No. of required reports prepared and submitted	A5. Reports preparation	Encodes quarterly reports per FOI Registry	100% accomplishment	100% accomplishment	5	5	4	4.66	
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICE									
OVPAF MFO 2: Human Resource Management and Development									
ODAHRD MFO 2: Administrative and Support Services Management									
ROAC MFO 7. Efficient and customer friendly frontline services									
PI 6: Efficient and customer friendly frontline services	A6. Efficient and friendly services	Attends to the needs of clients	Zero complaint from clients served	No valid complaint from clients served	5	5	5	5	
	A7. Reports/vouchers preparation	Prepares vouchers for purchase/replenishment of stamps, etc.	12 vouchers	24 vouchers	5	5	5	5	
ODAHRD MFO 7. PRIME-HRM compliant Recruitment, Selection and Placement									
ROAC MFO 10: No. of appointments processed and Reports of Appointments issued (RAI submitted to CSC with zero invalidation and JO contracts reviewed)									
PI 7: No. of original appointments forwarded/received by faculty and staff concerned and another copy filed in their respective 201 files.	A8. Filing services	Facilitates sending of original copies of appointments to faculty concerned with instruction that the 2nd copy shall be signed by the concerned	100% accomplishment	100% accomplishment	5	5	4	4.66	
Total Over-all Rating								41.63	
Average Rating (Total Over-all Rating divided by 4)			4.62	<div style="border: 1px solid black; padding: 5px;"> Comments & Recommendations for Development Purpose: Recommend attendance to Records Mgmt. Seminar. </div>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.62						
ADJECTIVAL RATING			0						

Evaluated & Rated by:



ASTERIA A. SEVILLA
OIC


MARIA ROBERTA S. MIRAFLOR
OIC

Recommending Approval:


LOURDES B. CANO
Director

Approved by:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Date: _____

Date: _____

Date: _____

1 - Quality 2 - Efficiency 2 - Timeliness 4 - Average

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GRACIANA M. ESPINOSA
Performance Rating: July-December 2019

Aim: To improve her knowledge on electronic records management.
Proposed Interventions to Improve Performance:

Date: July 2019 Target Date December 2019

First Step: To send her to training on electronic records management

Result: No scheduled trainings yet.

Date: _____ Target Date: _____


Next Step:

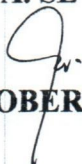
Outcome: _____

Final Step/Recommendation:

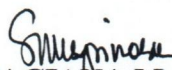
Attendance to training on electronic records management.

Prepared by:


ASTERIA A. SEVILLA


MARIA ROBERTA S. MIRAFLOR

Conforme:


GRACIANA M. ESPINOSA
Name of Ratee Faculty/Staff