



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ESPINOSA, GRACIANA M.**

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

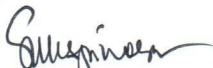
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.62

ADJECTIVAL RATING: 0

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

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

"Exhibit B"

I, Graciana M. Espinosa 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 2019.


GRACIANA M. ESPINOSA
Ratee

Approved:  **ASTERIA A. SEVILLA**
Officer-in-Charge

MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OVPAF MFO 2: ISO ALIGNED MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES									
ODAHRD MFO 1: 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 and leave applications	5,000 docs.	5,849 docs	5	5	4	4.66	
		Updates 201 files of academic staff based on the new CSC checklist	300 files	314 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. Retrieval/ Authentications of docs./records	Retrieves/reproduces records/docs per approved request for records filed	500 docs/records	702 docs	5	5	5	5	
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 including students grades per semester, checked signatures, affixed required stamps and arranged alphabetically for easy retrieval	2,000 mails	364 mails (no student grades available for mailing)	4	4	4	4	
PI 4: No of request to dispose of records secured from NAP	A4. Records disposal	Segregates valueless records/files based on approved list issued by NAP	100% accomplishment	100% accomplishment	5	5	4	4.66	
ODAHRD 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	Assists in encoding 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	5	5	5	5	
	A7. Reports/vouchers preparation	Prepares PPMP, vouchers for travel, purchase/replenishment of stamps, etc.	15 vouchers	24 vouchers, 1 PPMP	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 13: 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 orig. copies of appointments to faculty concerned with instruction that the 2nd copy shall be signed by the concerned	100% accomplishment	90% accomplishment	4	4	4	4	
Total Over-all Rating			4.62					41.66	
Average Rating (Total Over-all Rating divided by 4)				Comments & Recommendations for Development Purpose:					
Additional Points:									

Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		4.62
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

To send her to training/seminar on Electronic Rewards & Incentives Mgt to be conducted by NPP

Evaluated & Rated by:



ASTERIA A. SEVILLA

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 2019

Name of Staff: Graciana M. Espinosa

Position: Adm. Aide VI

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	17				
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	17				
Average Score	4.66				

Overall recommendation : _____



LOURDES B. CANO

Name of Head