

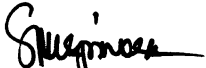
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFName of Administrative Staff: **GRACIANA M. ESPINOSA**

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	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING: 4.66Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING: 4.66ADJECTIVAL RATING: 0


Prepared by:

Reviewed by:



GRACIANA M. ESPINOSA
 Name of Staff


ASTERIA A. SEVILLA
 Department/Office Head

Recommending Approval:

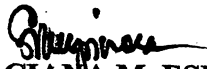

LOURDES B. CANO
 Director, ODAHRD

Approved:

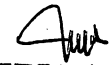

REMBERTO A. PATINDOL
 Vice President for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, 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 2018.


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: 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. Zero complaint from clients	Attends to the needs of clients	No valid 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. Systematic filing of documents	Files communications, contracts and 201files of academic staff (teaching, non-teaching, High School) to its respective folders	5,000 docs.	7,620 docs.	5	5	4	4.66	
	A3. Reports and voucher preparation	Prepares PPMP, vouchers for travel, purchase/ replenishment of stamps, etc.	100% accomplishment	100% accomplishment	5	5	4	4.66	
PI 3: No. of records reference services served per Request for Records	A4. No. of records retrieved/ reproduced as requested	Retrieves and reproduce records per request filed	50 Requests for Records filed/200 records	57 Requests for Records/258 records	5	5	5	5	
ROAC MFO 2: No. of messengerial services provided									
PI 4: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A5. Mailing services	Receives/sorts/encodes mails including students' final grades per semester/summer, checked signatures, affixed required stamps and arranged alphabetically for recording purposes	5,000 mails	6,091 mails	5	5	4	4.66	


ODAHRD MFO 3, Compliance of existing office HRM practices compliant to 9001:2015 Standards									
ROAC MFO 12: Percentage compliance to 5S on office and documentation management									
PI 5: Percentage of 5S compliant	A6. 5S requirement complied	Assists in classifying records based on the revised Records Classification Plan	95% accomplishment	95% accomplishment	5	4	4	4.33	
ODAHRD MFO 6, Innovations and New Best Pratices Development Services									
ROAC MFO 17: No. of new accreditation/ archival documents gathered and displayed at Archives Center									
PI 6: Accreditation and Archives Center maintained/updated	A7. New display materials gathered and displayed	Updates 201 files of academic staff displayed at the CSC Accreditation Center	100% accomplishment	100% accomplishment	5	5	4	4.66	
ROAC MFO 15: Percentage updating of HR evidences based latest indicators displayed at HR accreditation center									
PI 7: Evidences under R&R gathered, bookbound and displayed at CSC Accreditation Center	A8. Percentage of evidences under R&R bookbound and displayed	Assists in the gathering of documents to support R&R evidences	100% accomplishment	100% accomplishment	4	4	4	4	
ROAC MFO 16. Percentage passing to PRIME-HRM level maturity status									
PI 8: All evidences for CSC PRIME-HRM ready for actual onsite assessment	A9. Percentage of evidences prepared/displayed	Updates of 201 files of academic staff based on the new CSC checklist	100% accomplishment	second half					
Total Over-all Rating								36.97	
Average Rating (Total Over-all Rating divided by 4)			4.62	Comments & Recommendations for Development Purpose: <i>Needs to attend training in computer-based records management.</i>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.62						
ADJECTIVAL RATING			0						

Evaluated & Rated by:


ASTERIA A. SEVILLA
 Unit Head

Date: _____

Recommending Approval:


LOURDES B. CANO
 Director, ODAHRD

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: **GRACIANA M. ESPINOSA**

Position: **Admin. 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 (<i>both for subordinates and supervisors</i>)	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	57				
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	57				
Average Score	4.75				

Overall recommendation : To attend training on personal effectiveness & computer based records mgmt


ASTERIA A. SEVILLA
 Office Head

PERFORMANCE MONITORING FORMName of Employee: **Graciana M. Espinosa**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Filing of docs./201 files of academic staff to its respective folders a day after receipt	5,000 docs.	Within the day after receipt	Within the day after receipt	Within the day after receipt	Impressive	VS	
2	Preparation of PPMP, PRs/ vouchers for purchase/ replenishment of stamps	1 PPMP, 6 PRs for purchase/ replenishment	PPMP – June 2018; PR monthly	PPMP-end of June 2018; PR monthly	PPMP-before end of June 2018; PR-monthly	Impressive	VS	
3	Retrieval and reproduction of records per request for records	50 requests/ 200 records	As the need arises	Within 15 min.	Within 15 min.	Impressive	VS	
4	Receives/sorts/encodes mails including students/ final grades per sem. & arranging alphabetically for future reference	5,000 mails	As the needs arises	Within the day of receipt	Within the day of receipt	Impressive	VS	Mailing of students' final grades are mailed in batches due to volume & availability of stamps
5	Assists in classifying records based on the new Records Classification Plan	95% accomplishment	Jan. 2018	June 2018	June 2018	Impressive	VS	
6	Updates 201 files of academic staff displayed at the CSC Accreditation Center	100% accomplishment	Jan. 2018	June 2018	June 2018	Impressive	VS	
7	Assists in gathering of docs to support the R&R evidences	100% accomplishment	Jan. 2018	June 2018	June 2018	Impressive	VS	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ASTERIA A. SEVILLA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GRACIANA M. ESPINOSA**

Performance Rating: **January-June 2018**

Aim: To be able to assist in the implementation of records management and 5S.

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 2018

First Step:

Assists in the implementation of the new Records Classification Plan including
the minimum requirements of 5S.

Result:

95% of 5S requirements were implemented and complied

Date: _____ Target Date: _____

Next Step:

Continue with the implementation of Records Classification Plan.

Outcome: For further review/revision of the plan.

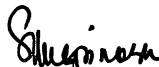
Final Step/Recommendation:

Let her attend training on computer based records management .

Prepared by:


ASTERIA A. SEVILLA
Office Head

Conforme:


GRACIANA M. ESPINOSA
Name of Ratee