



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **ISABELITA V. SEDROME**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	30%	1.25
<b>TOTAL NUMERICAL RATING</b>			<b>4.52</b>

TOTAL NUMERICAL RATING: 4.52

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.52

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

ISABELITA V. SEDROME

Name of Staff

Reviewed by:

MARIA ROBERTA S. MIRAFLORES

Office Head

Recommending Approval:

RYSAN C. GUINOCOR

Director, Administrative Services

Approved:

DANIEL LESLIE S. TAN

Vice President for Administration & Finance

ISABELITA V. SEDROME  
Ratee

**MARIA ROBERTA S. MIRAFLORES**  
Head, Records and Archives

MFOs & PAPs	Success Indicators	Tasks Assigned	Targets (Jan-Dec 2022)	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OVPAF MFO 2: ISO ALIGNED MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES</b>									
<b>ODAS MFO 1: ISO aligned Personnel Records Development &amp; Management Services</b>									
<b>OHRA MFO 1. Number of implementation of leave benefits, compensation &amp; other employee benefits filed</b>									
PI 1: Number of issuances filed within the day of receipt	A1. Effective files management	Receives & files memos, memo circulars and other issuances upon receipt from OP & other offices.	500 docs	700 docs	5	5	5	5.00	
<b>OHRA MFO 2: Number of certifications and service records issued and documents authenticated</b>									
PI 2: Number of records/documents retrieved & authenticated	A3. Authentications of documents/ records	Assists in retrieval of memos/circulations/BOR Resolutions from office hardbound files	10 docs	20 docs	5	4	4	4.33	
<b>ODAS MFO 2: ISO Aligned Records and Archives Management</b>									
<b>OHRA MFO 3: Number of new archival documents gathered and displayed at Archives Center</b>									
PI 3: Number of new archival documents gathered and displayed	A3. New display materials gathered and displayed	Maintains the arrangement of display materials at the Archives Center and updates labelling	100% accomplishments	100% accomplishments	5	5	4	4.67	
<b>OHRA MFO 5: No. of messengerial services provided and approved disposal of records secured</b>									
PI 4: Number of documents/emails delivered to different units within the day of receipt	A4. Messengerial services	Facilitates recording of mails before delivery to recipients	300 mails	358 mails	5	5	4	4.67	
PI 5: Number of request to dispose of records secured from NAP	A5. Records disposal	Checks the valueless records forwarded from other admin offices	600 records	650 records/docs	5	4	4	4.33	
<b>UIMEQ 6: GENERAL ADMINISTRATION AND SUPPORT SERVICE</b>									

**OVPAF MFO 2: Human Resource Management and Development**
**ODAS MFO 2: Administrative and Support Services Management**
**OHRA 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	100% accomplishments with efficient services provided	5	5	5	5.00	
	A7. Number of records reference services served per request for filing	Receives/stamps "Received" all request for record/information and its supporting documents	450 requests	547 requests served	5	5	4	4.67	
		Provides frontline services by answering queries, relaying telephone calls to other staff, assisting clients in providing request forms including the process flow in request for records	100% accomplishment w/ zero complaint from clients served	100% accomplishment w/ zero complaint from clients served	5	5	4	4.67	
Total Over-all Rating								<b>37.33</b>	
Average Rating (Total Over-all Rating divided by 4)			<b>4.67</b>	<div>Comments &amp; Recommendations for Development Purpose:</div> <div><i>Recommends to attend in-house trainings on office frontline services and seminars on records &amp; mail management.</i></div>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			<b>4.67</b>						
ADJECTIVAL RATING			<b>Outstanding</b>						

Evaluated &amp; Rated by:

**MARIA ROBERTA S. MIRAFLOR**

Head, Records and Archives

 Date: 7/11/22

Recommending Approval:

**RYSAN C. GUINOCOR**

Director for Administrative Services

Date: \_\_\_\_\_

Approved by:

**DANIEL LESLIE S. TAN**

Vice President for Administration &amp; Finance

Date: \_\_\_\_\_

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2022

Name of Staff: **ISABELITA V. SEDROME**

Position: **GUESTHOUSE CARETAKER**


**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		50				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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						
Average Score		4.17				

Overall recommendation : \_\_\_\_\_

  
**MARIA ROBERTA S. MIRAFIOR**  
 Head, Records and Archives

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ISABELITA V. SEDROME**

Performance Rating: **January-June 2022**

Aim: To improve her skills in dealing with clients as office frontliner.

Proposed Interventions to Improve Performance:

Date: July 11, 2022 Target Date: July-Dec. 2022

First Step: To send her to in-house trainings on how to effectively serve as office frontliner.

Result: Not being able to attend some of the related trainings due to pandemic.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: To send her to seminar on file and mail management

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Attendance to file and mail management seminar.

Prepared by:

**MARIA ROBERTA S. MIRAFLOR**

Unit Head

Conforme:

**ISABELITA V. SEDROME**

Name of Ratee Faculty/Staff