



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Ms. Asteria A. Sevilla

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.66 | 70% | 3.26 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.76 | 30% | 1.43 |
| TOTAL NUMERICAL RATING | | | 4.69 |

TOTAL NUMERICAL RATING: 4.69
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.69

FINAL NUMERICAL RATING 4.69

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:



ASTERIA A. SEVILLA
Name of Staff


LOURDES B. CANO
Department/Office Head

Recommending Approval:


LOURDES B. CANO
Dean/Director

Approved:

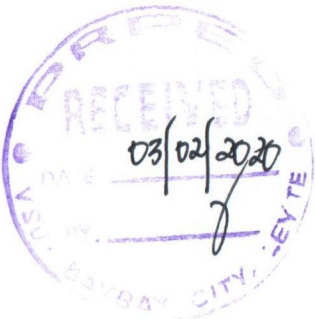

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

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 July-October 2019.


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 | |
| OVPAF 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. Effective files management | Supervises/coaches the clerks incharge of filing | 100% accomplishment | 100% accomplishment | 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 | Verifies/authenticates records/docs. | 50 docs. authenticated | 155 docs/records | 5 | 5 | 5 | 5 | |
| ODAHRD MFO 2: ISO Aligned Records and Archives Management | | | | | | | | | |
| ROAC MFO 3: No. of new Archival documents gathered and displayed at Archives Center | | | | | | | | | |
| PI 3: No. of new archival documents gathered and displayed | A3. New display materials gathered and displayed | Gathers new evidences/docs for display at the Accreditation/Archives Centers | 2 new display materials | 2 group pictures of HAP Awardees for photo enlargement | 4 | 4 | 4 | 4 | |
| ROAC MFO 4: Percentage of required HR accreditation evidences under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC | | | | | | | | | |
| PI 4: Percentage of HR evidences/documents gathered | A4. Scanning of 201 files for HRIS | Supervises scanning of docs/records for downloading in HRIMS | 50% of required evidences | 90% of 201 files scanned/updated | 5 | 5 | 4 | 4.66 | |
| ROAC MFO 5: No. of messengerial services provided and approved disposal of records secured | | | | | | | | | |

| | | | | | | | | | |
|---|--|--|---|---|---|---|---|------|--|
| PI 5: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt | A5. Messengerial services | Monitors that memos/ circulars and other issuances including mails are delivered within the day of receipt | 100% accomplishment | 100% accomplishment | 5 | 5 | 4 | 4.66 | |
| PI 6: No of request to dispose of records secured from NAP | A6. Records disposal | Reviews list of valueless records and finalize Request for Authority to Dispose of Records for signature of the University President | 1 approval to dispose | Request for approval in process | 4 | 4 | 4 | 4 | |
| ODAHRD 5. FOI aligned compliance and reporting requirements | | | | | | | | | |
| ROAC MFO 6: Percentage and compliance of reporting requirements in accordance with FOI Manual | | | | | | | | | |
| PI 7: No.l of required reports prepared and submitted | A7. Preparation of quarterly reports | Prepares/encodes quarterly reports | 2 quarterly reports: FOI Registry & FOI Summary | 3rd quarter reports encoded/submitted | 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 8: Efficient and customer friendly frontline services | A8. Efficient and friendly services | Attends to the needs of clients | Zero complaint from clients served | No valid complaint | 5 | 5 | 5 | 5 | |
| PI 9: No. of records reference services served per Request for Records filed | A. Records reference services performed | Verifies/acts on Request for Records promptly | 100 requests for records acted/600 docs retrieved and reproduced | 90 Request for Records served/300 docs./records | 5 | 5 | 5 | 5 | |
| PI 10: No. of daily attendance monitoring in dfferent admin. Offices/ units including College-wide activities and flag raising ceremonies in Admin. Bldg. | A. Attendance monitoring | Supervises staff assigned in attendance monitoring | 100% accomplishment | 100% accomplishment | 5 | 5 | 4 | 4.66 | |
| ROAC MFO 8. No. of linkages with external agencies maintained | | | | | | | | | |
| PI 11. Linkages with other government agencies | A. Maintains linkages with other government agencies | Communicates/maintains linkages | 5 agencies: NAP Cebu/Manila, COA, Baybay Postal Office, VSU Postal Office | 5 agencies | 4 | 4 | 4 | 4 | |
| ROAC MFO 9. No. of adhoc commtttee assignments performed | | | | | | | | | |


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|---|---|--|--|---|---|---|---|------|--|
| PI 12: Membership in adhoc committees performed | A. Preliminary Investigation/ Formal Investigations performed | Acts as secretary of fact-finding committees and formal investigation committees, prepares notices, transcribes proceedings | 3 investigations/ transcript of proceedings prepared | 4 investigations and transcription of proceedings reviewed/prepared | 5 | 5 | 4 | 4.66 | |
| 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. | A5. Staff monitoring | Monitors/sees to it that all original copies of appts are received by the concerned employee | 100% accomplishment | 100% accomplishment | 5 | 5 | 4 | 4.66 | |
| ODAHRD MFO 11. PRIME-HRM compliant Performamce Management System Services | | | | | | | | | |
| ROAC MFO 11: No. of teaching effectiveness evaluation of faculty/subjects administered | | | | | | | | | |
| PI 14: No. of faculty/ subjects evaluated | A6. Staff monitoring | Monitors/sees to it that the staff assigned conducted student evaluation | 100% accomplishment | 100% accomplishment | 5 | 5 | 5 | 5 | |
| ODAHRD MFO 5. PRIME-HRM aligned Learning and Development Services | | | | | | | | | |
| ROAC MFO 12: Percentage of PhD & MS scholars monitored as to progress of their studies/request for renewal of study leave | | | | | | | | | |
| PI 15: Percentage of scholars monitored/ request facilitated | A Personnel development requests facilitated | Percentage of requests of scholars facilitated/ evaluated and recommended for approval of the President | 95% of requests screened by the Admin. Scholarship Committee; 5% are direct orders to attend from OP | 95% of requests screened/acted | 5 | 5 | 5 | 5 | |
| ROAC 13. Percentage of faculty development related requests acted by scholarship committee | | | | | | | | | |
| PI: Percentage of requests for scholarships/ attendance to trainings screened and indorsed based on policies | A. Committee assignments performed | Acts as secretary of VASC, schedules meetings, prepares minutes of meetings for signature of the committee members, submits minutes to OP for action/ approval | 6 meetings, 6 minutes of meetings, excerpts, referendum | 6 meetings/minutes, excerpts of minutes, 9 referendum/ indorsements | 5 | 5 | 5 | 5 | |
| ODAHRD MFO 10: PRME-HRM aligned Records and Recognition Services | | | | | | | | | |
| ROAC MFO 14: Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit | | | | | | | | | |
| PI: No. of IPCR with outstanding ratings retrieved/scanned/ reproduced | A. Comply of requirements | Supervises retrieval and scanning of docs. | 100% accomplishment | 100% accomplishment | 5 | 5 | 4 | 4.66 | |


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|---|---------------------------------------|--|---|---|---|---|---|-------|--|
| ROAC MFO 15: Percentage of HAP nominations reviewed, packaged and submitted to CSC | | | | | | | | | |
| PI 17: Percentage of HAP nominations screened/ evaluated and recommended for approval of the University President | A18. HAP nominations submitted to CSC | Schedules meetings, prepares minutes, excerpts, communications and other documents to support the nomination | 100% accomplishment | (1st half) | | | | | |
| ODAHRD MFO 11: Innovations and New Best Practices Development Services | | | | | | | | | |
| ROAC MFO 16. No. of new HR systems/best practices/innovations introduced and implemented | | | | | | | | | |
| PI 18: No. of new HR systems endorsed to higher bodies | A. No. of new HR systems endorsed | Facilitates deliberation of new HR system and endorsement to higher body | 2 Procedures Manual prepared and submitted for approval | 3 Procedures Manual prepared/approved | 5 | 5 | 4 | 4.66 | |
| Total Over-all Rating | | | | | | | | 83.94 | |
| Average Rating (Total Over-all Rating divided by 4) | | 4.66 | | Comments & Recommendations for Development Purpose: <i>Happy retirement.</i> | | | | | |
| Additional Points: | | | | | | | | | |
| Punctuality | | | | | | | | | |
| Approved additional points (with copy of approval) | | | | | | | | | |
| FINAL RATING | | 4.66 | | | | | | | |
| ADJECTIVAL RATING | | 0 | | | | | | | |


Evaluated & Rated by:

Recommending Approval:

Approved by:


LOURDES B. CANO
Unit Head


LOURDES B. CANO
Director


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Date: _____

Date: _____

Date: _____

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