

_____, Virgilio C. Acilo, 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 Jan.-June 2017.

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VIRGILIO C. ACILO

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ASTERIA A. SEVILLA

Officer-in-Charge

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODARHD MFO 1 - Administrative and Support Services Management									
ROAC MFO 2: Efficient office and files management									
PI 1. Efficient and customer friendly frontline services	A.1 Zero complaint from clients	Entertained clients and serve them promptly, efficient and effectively	No complaint	No complaint	5	5	5	5	
PI 2. No. of communications and other documents systematically filed a day from receipt	A.2 Systematic filing of communications and other documents a day from receipt	Filed communications, contracts and 201 files of admin. Staff (regular, casual, contractual) parttime academic staff, etc. to its respective folders (appointments, med. cert., SALN, TOR, PDF, PDS etc)	2,500 docs.	3,510 docs.	5	4	4	4.33	
	A.3 Financial docs. preparation	Prepared PRs/vouchers for gasoline, office supplies, trip tickets, job requests, payrolls, etc. and encoded table of contents of memos/circulars	100% accomplishment	100% accomplishment	5	5	4	4.67	
	A.4 Retrieval/reproduction of docs/ records	A.3 No. of records retrieved/ reproduced per Request for Records	500 docs.	1,612 docs.	5	4	4	4.33	
PI 4. No. of admin.offices monitored daily, flag ceremonies at Admin. Bldg and university-wide activities	A.5 Attendance monitoring	Monitored attendance of admin.staff in different units/depts except on Mondays, closed logbook of attendance after 8:00am	13 offices/units monitored	14 offices monitored	4	5	4	4.33	
		Monitored attendance of staff during flag ceremonies, university-wide activities (Alay Lakad, CSC month celebration etc.)	100% accomplishment	100% accomplishment	4	5	5	4.67	
ROAC MFO4: Maintains linkages with external agencies maintained									

PI 5. No. of linkages with external agencies continuously maintained	A.6 Accommodation of visitors	Accomdated/entertained visitors from NAP, COA & Postal Office	100% accomplishment	100% accomplishment	5	5	5	5
ODAHRD MFO 3: Compliance to PRIME-HRM reaccreditation status using the enhanced tool								
ROAC MFO 9: No. of PRIME-HRM areas ready for assessment under Level 2 reaccredited maturity status by CSC								
PI 6. No. of documents gathered and reproduced	A.7 Gathering of supporting documents	Gathered/prepared docs./records needed for assessment	500 docs.	605 docs.	4	5	5	4.67
	A.8 Maintains update of 201 files of administrative staff	Sorted/updated records of 201 files of administrative staff including leave applications	30 201 files/ folders to be updated	Updated 65 201 files including leave applications	4	5	4	4.33
ODAHRD MFO 10: Personnel Records Development & Management Services								
ROAC MFO 15: Percentage of CSC/DBM/GSIS/BOR Rules & Policies on leave administration and policies on employees' compensation implemented								
PI 7. No. of application for leave, NOSA/NOSI of faculty and staff classified and filed	A.7 Classification/filing of leave applications, leave balances, NOSA/NOSI of faculty and staff	Classified/filed documents including NOSI/NOSA, leave applications	1,000 leave applications, NOSA/NOSI	1,255 leave applications filed including NOSA/NOSI	5	4	4	4.67
ROAC MFO 19: No. of messengerial services provided								
PI 13. No. of records evaluated/ listed during records inventory	A.9 Conduct of records inventory/disposal	No. of records encoded/listed during records inventory	100 records	127 records	4	5	4	4.33
		Assisted during the actual disposal of records in the presence of NAP and COA Representatives	100% accomplishment	100% accomplishment	4	5	5	4.67
Total Over-all Rating								
Average Rating (Total Over-all Rating divided by 4)		4.58						
Additional Points:								
Punctuality								
Approved additional points (with copy of approval)								
FINAL RATING		4.58						
ADJECTIVAL RATING		VS						
Comments & Recommendations for Development Purpose:								

Received by:  TERESITA L. QUIÑANOLA
Head, PRPEO

Calibrated by:  REMBERTO A. PATINDOL
PMT

Recommended Approval: 

Approved by:  EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

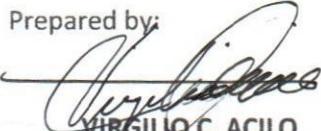
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January-June 2017

Name of Administrative Staff: VIRGILIO C. ACILO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.58	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
TOTAL NUMERICAL RATING			4.51

TOTAL NUMERICAL RATING: 4.51
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.51

ADJECTIVAL RATING: VS

Prepared by:

VIRGILIO C. ACILO
Name of Staff

Reviewed by:

ASTERIA A. SEVILLA
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TUÑ
President

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan.-June 2017

Name of Staff: VIRGILIO C. ACILO Position: Adm. Aide III

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