



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARIA ROBERTA S. MIRAFLORE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MARIA ROBERTA S. MIRAFLORE

Name of Staff

Approved:


REMBERTO A. PATINDOL

Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ROBERTA S. MIRAFLOR**, of the **Office of the Director for Administrative Services (ODAS)** and **Office of the Vice President for Administration & Finance (OVPAF)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 30, 2021.


MARIA ROBERTA S. MIRAFLOR

Ratee


RYSAN C. GUINOCOR

OIC Director, ODAS

Approved:


REMBERTO A. PATINDOL

VP for Administration & Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2021		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q¹	E²	T³	A⁴	
UMFO 5. General Administration and Support Services										
PI 1: Efficient Office Management	A1. Office Related Tasks	Prepares documents for RATA, Honoraria, reimbursements, liquidations, OIC letters, justifications and purchase requests	100%	100%	100%	5	5	5	5.00	
		Prepares and finalizes individual and office performance report within deadline	100%	100%	100%	5	5	4	4.67	
		Prepares official communications, drafts memoranda and circulars issued by OVPAF	100%	100%	100%	5	5	5	5.00	
		Promptly attends to queries/concerns of clients/end-users personally and over the phone	100%	100%	100%	5	5	5	5.00	
		Attends to meetings and orientations on various university activities (ISO, PMT, SIAC , VSU Awards, Safety and Health other Committee membership)	100%	100%	100%	5	5	5	5.00	
	A2. Records and Archives Services	Facilitates Records Office Staff on ISO matters	100%	100%	100%	5	5	5	5.00	
		Reviews and endorses requested records and forms from agency staff and external clients	100%	100%	100%	5	4	5	4.67	
		Attends to meetings and orientations on Records Management	100%	100%	100%	5	5	5	5.00	
		Monitors/encodes Records Disposition Schedule (RDS) for updating purposes	100%	100%	100%	5	4	4	4.33	
		Submits FOI reports quarterly	100%	100%	100%	5	5	5	5.00	
PI 2. Involvement in major university committee	A2. Performance Management Team(PMT) and Occupational Safety and Health (OSH) involvement as Secretariat	Prepares Notices of Meetings	100%	100%	100%	5	5	5	5.00	
		Prepares Attendance Sheets for Meetings	100%	100%	100%	5	5	5	5.00	
		Prepares Minutes of Meetings	100%	50%	50%	5	4	4	4.33	
		Gather data and attachments for the university accomplishments by Major Final Outputs (MFOs)	100%	100%	100%	5	5	4	4.67	
		Submits accomplishment reports by Major Final Outputs (MFOs) to AO Secretariat before deadline	100%	100%	100%	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2021		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
		Consolidates list of IPCR with outstanding rating forced ranked and the top 5% employees granted step increment based on merit for submission to PMT members	100%	100%	100%	5	5	5	5.00	
PI 3. Computer Management System Development & Maintenance	A1. Electronic Records Management System (e-Records)	Monitors information uploaded in the e-Records system	100%	100%	100%	5	5	5	5.00	
	A2. Online Reporting System (URS) submission to DBM	Consolidates quarterly reports of the Main and external campuses before encoding in the URS (Unified Reporting System) online system of DBM	50%	50%	100%	5	5	5	5.00	
PI 4: Administrative and Support Services Management	Promptly attends to queries/concerns of clients	Acts on administrative services and financial/administrative documents within time frame	100%	100%	100%	5	5	5	5.00	
		Attends to queries of clients	100% attended	100%	100%	5	5	5	5.00	
		Efficient & customer-friendly frontline service	Zero percent complaints	Zero percent complaints	100%	5	5	5	5.00	
PI. 5 Best Practices		Efficiently monitors personal information using the e-records database system during the evaluation activities requested by different university committees	100%	100%	100%	5	5	5	5.00	
		Updates the agency Records and Disposition Schedule (RDS) by consulting the different heads of units/offices for any revisions before submission to NAP	100%	100%	100%	5	5	5	5.00	
Total Over-all Rating									112.67	
Average Rating (Total Over-all rating divided by # of entries)			4.90		Comments & Recommendations for Development Purpose: <i>Attend relevant webinars</i>					
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.90							
ADJECTIVAL RATING			Outstanding							

Evaluated & Rated by:


REMBERTO A. PATINDOL

Vice President for Administration & Finance

Date: _____

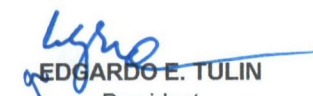
Recommending Approval:


REMBERTO A. PATINDOL

Chairman, Performance Management Team

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: **MARIA ROBERTA S. MIRAFLORES**

Position: **ADMINISTRATIVE OFFICER II**

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		20				

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						
Average Score		5,0				

Overall recommendation : _____

REMBERTO A. PATINDOL
Vice President for Administration & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA ROBERTA S. MIRAFLOR

Performance Rating: January 1 to June 30, 2021

Aim:

To efficiently assist the Vice President in the implementation of the administrative and budgeting program of the university.

To maximize the productivity potential and efficient delivery of administrative services and provides accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

To enhance her knowledge on privacy and data security as well as competency in handling the data processing activities of the university in accordance with the Data Privacy Act.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Enhance and develop further her skills and knowledge on administrative and records management by coaching, mentoring and sending her to seminars/trainings related to her job.

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

Date: _____ Target Date: _____

Next Step: Develop her skills on supervision and records management by mentoring, coaching and sending her to related seminars/trainings.

Outcome: Improved supervisory skills and performances.

Final Step/Recommendation:

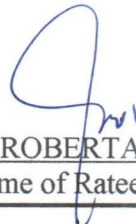
Recommend to attend training on supervision and records management once pandemic is over.

Prepared by:



REMBERTO A. PATINDOL
Unit Head

Conforme:



MARIA ROBERTA S. MIRAFLOR
Name of Ratee Staff