

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January-June 2016

Name of Administrative Staff: **ALEX P. BAGARINAO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.44	70%	3.11
2.Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.46

TOTAL NUMERICAL RATING: 4.46

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.46

ADJECTIVAL RATING: VS


Prepared by:

Reviewed by:



ALEX P. BAGARINAO
 Name of Staff


ASTERIA A. SEVILLA
 Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President *eds*

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Alex P. Bagarinao, of the Records Office & Archives Center 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 2016.


ALEX P. BAGARINAO
 Ratee

Approved: 
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									
Records MFO 1: Efficient office and files management									
PI 1 Efficient and customer friendly frontline services	A.1 Zero complaint from clients	Attended to the needs of clients	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 after receipt	Assisted in the filing of documents	100% compliance	100% compliance	4	4	4	4	
PI 3: No. of admin. Offices monitored daily, flag ceremonies at Admin.Bldg and university-wide activities monitored	A.3 Monitoring of attendance in different units/depts.	Monitored staff participation/ attendance during Flag Ceremonies at Admin. Bldg., University-wide activities (Alay Lakad, CSC month celebration, etc)	20 Flag Raising Ceremonies, 1 Alay Lakad, 1 CSC month celebration monitored	26 attendance of activities monitored	5	4	5	4.67	
		Monitored attendance in different units/depts daily except on Mondays and closed logbooks after 8:00AM	13 offices/units	14 offices/units	4	4	4	4	
ODAHRD MFO 4: Compliance to Level 2 Re-Accreditation Status under PRIME-HRM of CSC									
Records MFO 9: No. of PRIME-HRM areas ready for assessment under level 2 maturity status									
PI 4. No. of docs.gathered and reproduced	A.4 Reproduction of documents	Photocopied/binds documentary evidences	100% compliance	100% compliance	5	4	5	4.67	
	A.5 Maintains cleanliness of the CSC Accreditation Center	Cleaned/wiped the glass cabinets, display racks, tables, chairs and floor of the CSC Accreditation Center daily	100% compliance	90% compliance	4	4	4	4	

ODAHRD MFO 9: Personnel Records Development and Management Services									
RECORDS MFO 14: No. of authentications of HR records/documents									
PI 5. No. of docs.retrieved for reproduction/authentication	A.6 Reproduction of docs.	Assisted in retrieval/photocopying of documents	100% compliance	100% compliance	4	4	4	4	
ODAHRD MFO 4: Records and Archives Management									
Records MFO 15: No. of new accreditation/archival docs. gathered and displayed at Accreditation/Archives Center									
PI 6: No. of additional accreditation/archival docs. Gathered and displayed at Accreditation/Archives Center	A.7 Photocopies/binds documentary evidences	Photocopied/binds documentary evidences	100% compliance	100% compliance	5	4	4	4.33	
Records MFO 17: Messengerial & Janitorial Services provided									
PI 7: No. of docs/memos and other issuances delivered to different offices within the day of receipt	A.8 No. of memoranda/issuances served to offices/units within the day of receipt.	Delivered memoranda/issuances to different recipients within the day of receipt	5,000 docs./ issuances	2372 docs.	5	5	4	4.67	
PI 8: No. of mails dispatched to Post Office within the day of receipt and mails delivered to recipients	A.9 No. of mails delivered to addressee from Post Office within the day of receipt	Delivered mails to addressee from Post Office	500 mails	359 mails	5	5	4	4.67	
PI 9. Efficient janitorial services	A.10 No. of offices/rooms cleaned daily including its surroundings	Cleaned offices/rooms daily	5 offices/rooms, 1 CR, stairs	5 offices/rooms, 1 CR, stairs	4	5	5	4.67	
Records MFO 18: Approval to dispose records secured/conducted									
PI 10. No. of records evaluated during inventory	A.11 Conduct of inventory	Assisted in the conduct of inventory of records	100% compliance	100% compliance	5	4	4	4.33	
PI 11: No. of approval to dispose records		Arranged records forwarded from the Cash Office, OVPI, Budget, IASO	100% compliance	100% compliance	5	5	4	4.67	
Total Over-all Rating								57.68	
Average Rating (Total Over-all Rating divided by 4)		4.44		<div>Comments & Recommendations for Development Purpose:</div>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING		VS							

Received by:


REDEMPTA L. SORIA
Planning Office


Date: _____

Calibrated by:


REMBERTO A. PATINDOL
PMT



Date: _____

Recommending Approval:


LOURDES B. CANO
Director, ODAHRD

Date: _____

Approved by:


EDGARDO E. TULIN
President 

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan.- June, 2016

Name of Staff: ALEX P. BAGARINAO Position: Adm. Aide I

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	5	④	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	⑤	4	3	2	1
Total Score	54				
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	54				
Average Score	4.5				

Overall recommendation : _____


ASTERIA A. SEVILLA
 Name of Head