



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Ms. Isabelita V. Sedrome

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	70%	3.18
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.55

TOTAL NUMERICAL RATING: 4.55

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.55

FINAL NUMERICAL RATING 4.55

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

ISABELITA V. SEDROME
Name of Staff

Reviewed by:

ASTERIA A. SEVILLA
Department/Office Head

Recommending Approval:

LOURDES B. CANO
Dean/Director

Approved:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Isabelita V. Sedrome 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-December 2019.


ISABELITA V. SEDROME
Ratee

Approved:


ASTERIA A. SEVILLA
OIC (July-Oct 2019)


MARIA ROBERTA S. MIRAFLORES
OIC (Nov-Dec. 2019)


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 1: 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	Receives/stamps "Received" all docs/records upon receipt from PRPEO and other offices	100% accomplishment	100% accomplishment	5	5	5	5	
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	Assists in retrieval of memos/circulations/ BOR Resolutions from office hardbound files	100% accomplishment	100% accomplishment	5	4	4	4.33	
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	Maintains the arrangement of display materials at the Archives Center and updates labelling	100% accomplishment	100% accomplishment	4	4	4	4	
ROAC MFO 5: No. of messengerial services provided and approved disposal of records secured									
PI 4: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A4. Messengerial services	Facilitates recording of mails and other docs before delivery to Postal Office /recipients	300	369	5	5	5	5	


PI 5: No. of request to dispose of records secured from NAP	A5. Records disposal	Checks the list of valueless records forwarded from other admin Offices for disposal	100% accomplishment	100% accomplishment	4	4	4	4	
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 6: Efficient and customer friendly frontline services	A6. Efficient and friendly services	Attends to the needs of clients	Zero complaint from clients served	No valid complaint from clients served	5	5	5	5	
	A7. No. of records reference services served per request for records filed	Receives/stamps "Received" in all Request for Records/ Information and its supporting docs.	100 requests/forms	166	5	5	5	5	
		Assists/guides clients in filling up request forms including the process flow in requests for records	100% accomplishment	100% accomplishment	4	4	4	4	
Total Over-all Rating								36.33	
Average Rating (Total Over-all Rating divided by 4)			4.54						
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.54						
ADJECTIVAL RATING			VS						

Comments & Recommendations for Development Purpose:

Affordance on fo records mgmt seminar


Evaluated & Rated by:


ASTERIA A. SEVILLA
OIC


MARIA ROBERTA S. MIRAFIOR
OIC


Date: _____

Recommending Approval:


LOURDES B. CANO
Director

Date: _____

Approved by:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Date: _____

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ISABELITA V. SEDROME
Performance Rating: July-December 2019

Aim: To enhance her knowledge on her new assignment as office frontliner.

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date December 2019

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

Result: No scheduled trainings yet.

Date: _____ Target Date: _____


Next Step:

Outcome: _____

Final Step/Recommendation:


In the meantime, acts as office frontliner, incharge of receiving and releasing and frontdesk incharge.

Prepared by:


ASTERIA A. SEVILLA


MARIA ROBERTA S. MIRAFLOR

Conforme:


ISABELITA V. SEDROME
Name of Ratee Faculty/Staff