

I, **Graciana M. Espinosa**, 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**

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									
ROAC MFO 1: Efficient office and files management									
PI 1. Efficient and customer friendly frontline services	A.1 Zero complaint from clients	Entertained clients and served 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 academic staff, (teaching, non-teaching, High School) to its respective folders (appointments, medical cert., SALN, cert. of trainings, TOR, PDE, PDS etc)	2,500 docs.	8,964 docs.	5	5	4	4.67	
	A.3 Reports preparation	Prepared PPMP, reports, etc.	100% accomplishment	100% accomplishment	4	5	5	4.67	
	A.4 Retrieval/reproduction of records/docs.	No. of Request for Records served	200 requests	311 requests	5	5	5	5	
PI 3 No. of adm.offices monitored daily, Flag Ceremonies at Admin. Bldg & university-wide activities	A.5 Attendance monitoring	Assisted in monitoring of attendance during university-wide activities	100% compliance	100% compliance	4	4	4	4	
ROAC MFO 3: No. of linkages with external agencies maintained									
PI 4. No. of linkages with external agencies continuously maintained/strengthened	A.6 Accommodation of visitors	Entertained/accommodated visitors from NAP, COA and Postal Office	100% accomplishment	100% accomplishment	4	4	4	4	
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 5. No. of documents gathered and reproduced	A.7 Gathering of supporting documents	Gathered/prepared docs./records needed for assessment	500 docs.	803 docs.	5	5	4	4	4.67
	A.8 Maintains update of 201 files of academic staff	Sorted/updated records of 201 files of academic staff	40 201 files/ folders to be updated	Updated 54 201 files	5	4	5	5	4.67
ODAHRD MFO 7: Faculty Evaluation Services									
ROAC MFO 10: No. of faculty/subjects evaluated									
PI 6: No. of faculty members and subjects evaluated	A.9 Evaluation services in the classrooms based on class schedule of the faculty member	Conducted student evaluation and turned over the instruments to OVPI within the day of evaluation	6 faculty members/25 subjects	7 faculty/27 subjects	5	5	5	5	5
ODAHRD MFO 7: Personnel Records Development and Management Services									
ROAC MFO 8: Percentage of CSC/DBM/GSIS/BOR Rules and Policies on leave administration and policies on employees' compensation implemented									
PI 7. No. of leave application and other documents filed including NOSA/NOSI	A.10 Filing of Notice of Salary Adjustment/ Increment of faculty and staff	Classified/ filed documents in 201 files of academic staff including NOSI/NOSA	1,500 docs.	4,831 docs.	5	5	4	4	4.67
ODAHRD MFO 10: Records and Archives Management									
ROAC MFO 10: Messengerial services provided									
PI 8. No. of mails dispatched to Post Office within the day of receipt	A.11 Mailing services	Received/sorted/encoded mails (ordinary, airmail) including students' final grades per semester/summer; Checked signatures, affixed required stamps; arranged alphabetically for recording purposes	2,500 mails	6,412 mails	5	5	4	4	4.67
	A.12 Replenishment of stamps	Prepared reports/vouchers for replenishment of stamps	6 reports & 6 replenishments	7 reports & 7 replenishments	5	5	5	5	5
	A.13 Purchase of stamps with different denominations	Prepared vouchers for purchase of stamps with different denominations	6 purchases/ vouchers	7 purchases/ vouchers	5	5	5	5	5
ROAC MFO 11: No. of approved disposal of records secured									
PI 9. No. of records evaluated/ listed during records inventory	A.14 Conduct of records inventory/disposal	Conducted inventory of 201 files of retirees/separated staff, etc	100 records	210 records	5	4	4	4	4.33
		Facilitated accommodation of NAP representative and assisted during the actual disposal of records	100% accomplishment	100% accomplishment	4	5	5	5	4.67
Total Over-all Rating									
									70.02

Average Rating (Total Over-all Rating divided by 4)		4.67
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

Received by:

Calibrated by:

Recommending Approval:

Approved by:


TERESITA L. QUIÑANOLA
Head, PRPEO


REMBERTO A. PATINDOL
PMT


REMBERTO A. PATINDOL, PhD
Assistant Vice President, Finance


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January-June 2017

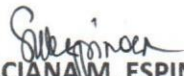
Name of Administrative Staff: GRACIANA M. ESPINOSA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.67	70%	3.27
2.Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.64

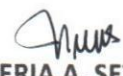
TOTAL NUMERICAL RATING: 4.64
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.64

ADJECTIVAL RATING: 0

Prepared by:


GRACIANA M. ESPINOSA
Name of Staff

Reviewed by:


ASTERIA A. SEVILLA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan.-June 2017

Name of Staff: GRACIANA M. ESPINOSA Position: Adm. Aide IV

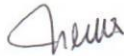
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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					
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	55				
Average Score	4.58				

Overall recommendation : _____


ASTERIA A. SEVILLA
Name of Head