# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION January-June 2016

Name of Administrative Staff:

#### GRACIANA M. ESPINOSA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.52	70%	3.16
2.Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
	TOTAL NUM	MERICAL RATING	4.53

TOTAL NUMERICAL RATING:

4.53

Add: Additional Approved Points, if any:

1 50

TOTAL NUMERICAL RATING:

4.53

ADJECTIVAL RATING:

VS

Prepared by:

Reviewed by:

GRACIANA M. ESPINOSA

Name of Staff

ASTERIA A. SEVILLA

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

President,

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Graciana M. Espinosa</u>, of the <u>Records Office & Archives Center</u> 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.

GRACIANA M. ESPINOSA

Ratee

Approved:

ASTERIA A. SEVILLA

Officer-in-Charge

MFO & Performance Indicators	Success Indicators Task	Tasks Assigned	Tooks Assistant Tours	Actual	Rating				Remarks
(PI)	Success mulcators	rasks Assigned	Target	Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODARHD MFO 1 - Administrative	e and Support Services Manage	ment			***************************************		Annes de la constitución de la c		
Records MFO 1: 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	
other documents systematically	A.2 Systematic filing of communications and other documents a day from receipt	Filed communications, contracts and docs. of academic staff (non-teaching, High School, retirees) to its respective folders (appointments, medical cert., SALN, cert. of trainings, TOR, PDF, PDS etc)	2,500 docs.	4,030 docs.	5	5	4	4.67	
	A.3 Budget and reports preparation	Prepared PPMP, reports, travel vouchers, etc.	100% compliance	100% compliance	5	5	4	4.67	
	A.4 Attendance monitoring	Assisted in monitoring of attendance during university-wide activities (Alay Lakad, CSC month celebration, etc)	100% compliance	100% compliance	4	4	5	4.33	
Records MFO 3: No. of linkages with	n external agencies maintained				***************************************				
PI 4. No. of linkages with external agencies continuously maintained/strengthened	A.5 Accommodation of visitors	Entertained/received mails delivered by Post Office personnel	100% compliance	100% compliance	4	4	5	4.33	
ODAHRD MFO 4: Compliance to	Level 2 Re-Accreditation Status	s under PRIME-HRM of CSC							
Records MFO 9: No. of PRIME-HRM	areas ready for assessment under	level 2 maturity status							

PI 5. No. of documents gathered	IAC Cathorina of acception	To	7						
and reproduced	A.6 Gathering of supporting documents	Gathered/photocopied docs.supporting documents	500 docs.	1,404 docs.	5	4	5	4.67	
	A.7 Maintains update of 201 files	Sorted/Updated records received for		50 Dansan J. Clar. /		-			
	of academic staff	201 files of academic staff	40 Personal files/	50 Personal files/	_	-			
	o. asademie stan	201 mes of academic staff	folders to be updated	folders updated	5	5	4	4.67	
ODAHRD MFO 7: Faculty Evalua	ation Services				L				
Records MFO 10: No. of faculty/su	bjects evaluated						-		
PI 6: No. of faculty members and	A.8 Evaluation services in the	Conducted student evaluation and	6 faculty	7 faculty members/30		T	T	T	T
subjects evaluated	classrooms based on class	turned over the instruments to OVPI	members/25 subjects	subjects	_	_			
	schedule of the faculty member	within the day of evaluation	,	3.2,33.3	5	5	4	4.67	
ODAHRD MFO 7: Personnel Rec	ords Developmnent and Manag	ement Services							
RECORDS MFO 8: Percentage of CS	SC/DBM/GSIS/BOR Rules and Polici	es on leave administration and policies	on employees' compe	nsation implemented			Ottomorous Brita - eventual and a		
PI 7. No. of appointments and	A.9 Filing of appointments &	Classified/filed documents including				T	T	T	
supporting documents updated	other supporting documents,	NOSI/NOSA	1 500 dass	2 725 4	_	١.			
and filed in 201 files including	Notice of Salary Adjustment/		1,500 docs.	2,725 docs.	5	4	4	4.33	
NOSA/NOSI	Increment of academic staff								
ODAHRD MFO 10: Records and									
Records MFO 15: No. of New Acre	ditation/Archival documents gathe	red and displayed at the Accreditation,	Archives Center		and the state of t				
PI 8: No. of additional	A.10 Gathering of additional	Updates the list of docs./records				T	T	I	
accreditation/ archival documents	docs./records for display at the	displayed at the							
gathered and displayed at the	Archives/Accreditation Centers	Archives/Accreditation Centers	100% compliance	100% compliance	4	4	4	4	
Accreditation/ Archives Centers									
Records MFO 16: All required HR de	ocuments prepared/gathered and p	profile under Area 3 of Institutional Acc	reditation					l	
PI 9. Percentage of docs.gathered	A.11 Gathering of documentary	Gathered and photocopied needed			The planting for an arrangement		T		
and reproduced	evidences	supporting documents	500 docs.	702 docs.	5	4	4	4.33	
Records MFO 10: Messengerial services provided									
PI 10. No. of mails dispatched to	A.12 Mailing services	Received/sorted mails (ordinary,	I						
Post Office within the day of		airmail) including students' final							
receipt		grades per semester/summer;	2.500 11						
		Checked signatures, affixed required	2,500 mails	5,634 mails	5	5	4	4.67	
		stamps; arranged alphabetically for							
		easy recording							

				turns disease and the same								
			Encoded all outgoing mails ready for dispatch with corresponding addrest and stamp denomination Recorder all reg. mails in logbook with corresponding receipt nos.	ss	2,500 mails	5,643 mails	5	5	4	4.67		
	A.13 Replenishme	nt of stamps	Prepared reports/vouchers for replenishment of stamps	1	6 reports & 6 replenishments	6 reports & 6 replenishments	5	4	5	4.67		
	A.14 Purchase of a different denomin		Prepared voucher for purchase of stamps and list of stamps with different denominations		6 purchases/ vouchers	6 purchases/ vouchers	5	4	4	4.33		
Records MFO 11: Approval to dispo	ose records secured	l/conducted										
PI 12. No. of records evaluated/ listed during records inventory			Evaluated/encoded records of non- current 201 files	50	50 personal/201 files 60 personal/201 files 4 5		4	4.33	den alle de la companie de la compa			
Total Over-all Rating	-			Market Artistal providence former	от материали и и при при при при при при при при пр					72.34	Charles and Charles And Charles and Charles	
Average Rating (Total Over-all Ratin	ng divided by 4)		4.52	T	Comments & Recommendations for Development Purpose:							
Additional Points:												
Punctuality												
Approved additional points (with o	copy of approval)											
FINAL RATING												
ADJECTIVAL RATING			VS				fili mpumumi sukhazek					
Received by:	Calibrated by:		Recommending Approval:			Approved by:						
REDEMPTA L. SORIA Planning Office  REMBERTO A. PATINDOL PMT		LOURDES B. C Director, ODA			EDGAF PI	RDO E.	TULIN nt	ı				
Date:	Date:		Date	:		Date:	************					
1 - Quality 2 - Efficiency	3 - Timel	iness	4 - Average									

#### Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June, 2016
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	<b>Descriptive Rating</b>	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)		9	Scal	е	
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	<b>(4)</b>	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	•	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for	5	4)	3	2	1

	improvement of his work accomplishment					
2.	Willing to be trained and developed	(5)	4	3	2	-
	Total Score	1	1			
	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	Э	
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	
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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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	ATAR AND
	Total Score	1	T	L	-	
	Average Score	(	4.5	8		

Overall recommendation	

ASTERIA A. SEVILLA Name of Head