

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 NUMERICAL RATING			4.53

TOTAL NUMERICAL RATING: 4.53

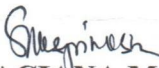
Add: Additional Approved Points, if any: _____

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, Graciana M. Espinosa, 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.


GRACIANA M. ESPINOSA
Ratee

Approved: 
ASTERIA A. SEVILLA
Officer-in-Charge

[illegible]

PI 5. No. of documents gathered 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 of academic staff	Sorted/Updated records received for 201 files of academic staff	40 Personal files/ folders to be updated	50 Personal files/ folders updated	5	5	4	4.67	
ODAHRD MFO 7: Faculty Evaluation Services									
Records MFO 10: No. of faculty/subjects evaluated									
PI 6: No. of faculty members and subjects evaluated	A.8 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 members/30 subjects	5	5	4	4.67	
ODAHRD MFO 7: Personnel Records Development and Management Services									
RECORDS MFO 8: Percentage of CSC/DBM/GSIS/BOR Rules and Policies on leave administration and policies on employees' compensation implemented									
PI 7. No. of appointments and supporting documents updated and filed in 201 files including NOSA/NOSI	A.9 Filing of appointments & other supporting documents, Notice of Salary Adjustment/ Increment of academic staff	Classified/filed documents including NOSI/NOSA	1,500 docs.	2,725 docs.	5	4	4	4.33	
ODAHRD MFO 10: Records and Archives Management									
Records MFO 15: No. of New Accreditation/Archival documents gathered and displayed at the Accreditation/Archives Center									
PI 8: No. of additional accreditation/ archival documents gathered and displayed at the Accreditation/ Archives Centers	A.10 Gathering of additional docs./records for display at the Archives/Accreditation Centers	Updates the list of docs./records displayed at the Archives/Accreditation Centers	100% compliance	100% compliance	4	4	4	4	
Records MFO 16: All required HR documents prepared/gathered and profile under Area 3 of Institutional Accreditation									
PI 9. Percentage of docs.gathered and reproduced	A.11 Gathering of documentary evidences	Gathered and photocopied needed supporting documents	500 docs.	702 docs.	5	4	4	4.33	
Records MFO 10: Messengerial services provided									
PI 10. No. of mails dispatched to Post Office within the day of receipt	A.12 Mailing services	Received/sorted mails (ordinary, airmail) including students' final grades per semester/summer; Checked signatures, affixed required stamps; arranged alphabetically for easy recording	2,500 mails	5,634 mails	5	5	4	4.67	


		Encoded all outgoing mails ready for dispatch with corresponding address and stamp denomination Recorded all reg. mails in logbook with corresponding receipt nos.	2,500 mails	5,643 mails	5	5	4	4.67	
	A.13 Replenishment of stamps	Prepared reports/vouchers for replenishment of stamps	6 reports & 6 replenishments	6 reports & 6 replenishments	5	4	5	4.67	
	A.14 Purchase of stamps with different denominations	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 dispose records secured/conducted									
PI 12. No. of records evaluated/ listed during records inventory	A.15 Conduct of records inventory	Evaluated/encoded records of non-current 201 files	50 personal/201 files	60 personal/201 files	4	5	4	4.33	
Total Over-all Rating								72.34	
Average Rating (Total Over-all Rating divided by 4)				4.52		<div style="border: 1px solid black; padding: 10px;"> Comments & Recommendations for Development Purpose: </div>			
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING				VS					

Received by:


FREDEMPTA L. SORIA
Planning Office

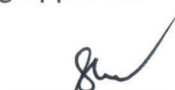
Date: _____

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: 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	55				
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