

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Alex P. Bagarinao, 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-Dec. 2017


ALEX P. BAGARINAO
Ratee


ASTERIA A. SEVILLA
Officer-in-Charge

Approved:

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	Attends 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	Assists in filing of 201 files to its respective folders	100% accomplishment	100% accomplishment	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	Monitors staff participation/ attendance during Flag Ceremonies at Admin. Bldg., University-wide activities (Alay Lakad, CSC month celebration, etc)	100% compliance	100% compliance	5	5	5	5	
		Monitors attendance of admin. Staff in different offices/units except on Mondays, closed logbook of attendance after 8:00 am	13 offices/units	15 offices	4	5	5	4.67	
ROAC MFO 4: No. of linkages with external agencies maintained									
PI 4. No. of linkages with external agencies maintained	A.5.Accommodation of visitors	Entertains/accommodates visiors from NAP, COA, Postal Office, etc.	100% accomplishment	100% accomplishment	5	5	5	5	
ODAHRD MFO 11: Records and Archives Management									
ROAC MFO 17: No. of new archival documents gathered and displayed at the Archives/Accreditation Center									
PI 4: No. of additional accreditation/archival docs. Gathered and displayed at Accreditation/Archives Center	A.4 Reproduction/binding of documents	Photocopies/faciliates binding of permanent records for display at the Archives Centers	100% accomplishment	100% accomplishment	5	5	5	5	

ROAC MFO 19: Messengerial & Janitorial Services provided									
PI 5: Efficient messengerial and janitorial services	A.5 No. of memoranda/ circulars and other issuances	Delivers memoranda/issuances to different recipients within the day of	5,000 docs.	4	5	5	4.67		
	A.6 No. of mails delivered to Postal Office within the day of receipt	Delivers mails to Postal Office within the day of receipt and	3,000 mails	4	5	4	4.33		
	A.7 No. of mails received from Postal Office	Delivers mails received from Postal Office to recipients	300 mails	4	5	4	4.33		
	A.8 No. of offices/rooms cleaned daily including its	Cleans offices/rooms and surroundings daily	5 offices/rooms, 1 CR, stairs	4	5	5	4.67		
	A.9 No. of notices of meetings, minutes of meetings,	Release/serves notices of committee meetings, minutes of	100% accomplishment	5	5	5	5		
ROAC MFO 20: No. of approved disposal of records secured									
PI 6. No. of records evaluated during inventory	A.10 Conduct of records inventory	Arranges/classifies records forwarded from Cash Office, OVPI, Registrar, etc.	100% accomplishment	4	4	4	4		
Total Over-all Rating									
54.67									

Comments & Recommendations for Development Purpose:

Received by:

Recommending Approval:

Approved by:

JERESITA L. QUIÑANOLA
Head, PRPEO

REMBERTO A. PATINDOL
PMT

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: July-December 2017

Name of Staff: ALEX P. BAGARINAO

Position: Adm. Aide II

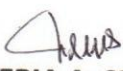
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 improvement of his work accomplishment.	5	4	3	2	1
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	4.50				

Overall recommendation : _____


ASTERIA A. SEVILLA
 Officer-in-Charge

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ALEX P. BAGARINAO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.56	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.54

TOTAL NUMERICAL RATING: 4.54

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: VS

Prepared by:

Reviewed by:

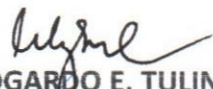

ALEX P. BAGARINAO
Name of Staff


ASTERIA A. SEVILLA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President