



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: SEVILLA, ASTERIA, A.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.68	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.44
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: 0

Prepared by:

ASTERIA A. SEVILLA

Name of Staff

Reviewed by:

LOURDES B. CANO

Department/Office Head

Recommending Approval:

LOURDES B. CANO

Dean/Director

Approved:

REMBERTO A. PATINDOL

Vice President for Admin. & Finance

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Asteria A. Sevilla** 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 **January-June 2019**.


ASTERIA A. SEVILLA

OIC, Records Office & Archives Center

Approved:


LOURDES B. CANO

Director, ODAHRD



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	Supervises/coaches the clerks incharge of filing	100% accomplishment	100% accomplishment	5	5	4	4.66	
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	Verifies/authenticates records/docs.	50 docs. authenticated	115 docs/records	5	5	5	5	
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	Gathers new evidences/docs for display at the Accreditation/Archives Centers	2 new display materials	3 new display	5	5	4	4.66	1 hardbound 2018 Memo issuances; 1 hardbound 2018 Memo Circulars, 1 hardbound files of casual appointment from PRPEO
ROAC MFO 4: Percentage of required HR accreditation evidences under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC									
PI 4: Percentage of HR evidences/documents gathered	A4. Scanning of 201 files for HRIS	Supervises scanning of docs/records for downloading in HRIMS	50% of required evidences	(second half)	5	5	4	4.66	
ROAC MFO 5: No. of messengerial services provided and approved disposal of records secured									

Control No. 225

PI 5: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A5. Messengerial services	Monitors that memos/ circulars and other issuances including mails are delivered within the day of receipt	100% accomplishment	100% accomplishment	5	5	4	4.66	
PI 6: No of request to dispose of records secured from NAP	A6. Records disposal	Reviews list of valueless records and finalize Request for Authority to Dispose of Records for signature of the President	1 approval to dispose	(second half)					
ODAHRD 5. FOI aligned compliance and reporting requirements									
ROAC MFO 6: Percentage and compliance of reporting requirements in accordance with FOI Manual									
PI 7: No. of required reports prepared and submitted	A7. Preparation of quarterly reports	Facilitates encoding of quarterly reports	2 quarterly reports: FOI Registry & FOI Summary	2 quarterly reports submitted for posting in website	5	5	5	5	
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 8: Efficient and customer friendly frontline services	A8. Efficient and friendly services	Attends to the needs of clients	Zero complaint from clients served	No valid complaint	5	5	5	5	
PI 9: No. of records reference services served per Request for Records filed	A9. Records reference services performed	Verifies/acts on Request for Records promptly	100 requests for records acted/300 docs retrieved and reproduced	137 Request for Records served/580 docs./records	5	5	5	5	
PI 10: No. of daily attendance monitoring in different admin. Offices/units including College-wide activities and flag raising ceremonies in Admin. Bldg.	A10. Attendance monitoring	Supervises staff assigned in attendance monitoring	100% accomplishment	100% accomplishment	4	4	4	4	
ROAC MFO 8. No. of linkages with external agencies maintained									
PI 11. Linkages with other government agencies	A11. Maintains linkages with other government agencies	Communicates/maintains linkages	5 agencies: NAP Cebu, COA, Baybay Postal Office, VSU Postal Office, NAP Manila	5 agencies	4	4	4	4	
ROAC MFO 9. No. of adhoc committee assignments performed									

PI 12: Membership in adhoc committees performed	A12. Preliminary Investigation/ Formal Investigations performed	Acts as secretary of fact-finding committees and formal investigation committees, prepares notices, transcribes proceedings	6 investigations/ transcript of proceedings prepared	9 investigations/ transcription of proceedings	5	5	5	5	SDT, (2) Formal Investigation Committees, 1 Prel. Invest. Committee
ODAHRD MFO 7. PRIME-HRM compliant Recruitment, Selection and Placement									
ROAC MFO 10: No. of appointments processed and Reports of Appointments issued (RAI submitted to CSC with xero invalidation and JO contracts reviewed									
PI 13: No. of original appointments forwarded/received by faculty and staff concerned and another copy filed in their respective 201 files.	A13. Staff monitoring	Monitors/sees to it that all original copies of appts are received by the concerned employee	100% accomplishment	100% accomplishment	4	4	4	4	
ODAHRD MFO 5. PRIME-HRM aligned Learning and Development Services									
ROAC MFO 12: Percentage of PhD & MS scholars monitored as to progress of their studies/request for renewal of study leave									
PI 15: Percentage of scholars monitored/ request facilitated	A14 Personnel development requests facilitated	Percentage of requests of scholars facilitated/ evaluated and recommended for approval of the President	100% accomplishment	100% accomplishment	5	5	5	5	
ROAC 13. Percentage of faculty development related requests acted by scholarship committee									
PI 16Percentage of requests for scholarships/ attendance to trainings screened and indorsed based on policies	A15. Committee assignments performed	Acts as secretary of VASC, schedules meetings, prepares minutes of meetings for signature of the committee members, submits minutes to OP for action/ approval	6 meetings, 6 minutes of meetings, excerpts, referendum	12 meetings/ minutes, excerpts of minutes, 11 referendum/ indorsements	5	5	5	5	
ODAHRD MFO 10: PRME-HRM aligned Records and Recognition Services									
ROAC MFO 14: Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit									
PI 17: No. of IPCR with outstanding ratings retrieved/scanned/ reproduced	A16. Comply of requirements	Supervises retrieval and scanning of docs.	100% accomplishment	second half					
ROAC MFO 15: Percentage of HAP nominations reviewed, packaged and submitted to CSC									

PI 18 Percentage of HAP nominations screened/ evaluated and recommended for approval of the University President	A17. HAP nominations submitted to CSC	Schedules meetings, prepares minutes, excerpts, communications and other documents to support the nomination	100% accomplishment	100% accomplishment	5	5	5	5	
ODAHRD MFO 11: Innovations and New Best Practices Development Services									
ROAC MFO 16. No. of new HR systems/best practices/innovations introduced and implemented									
PI 19: No. of new HR systems endorsed to higher bodies	A18. No. of new HR systems endorsed	Facilitates deliberation of new HR system and endorsement to higher body	1 HR system	second half					
ROAC MFO 17: No. of outside agencies which benchmarked HR practices/systems provided with expert services as Resource Person									
PI 20: No. of agencies assisted during the benchmarking activities	P19. No. of agencies assisted during benchmarking activities	Assisted during the benchmarking activities	2 agencies	2 agencies	5	4	4	4.33	
Total Over-all Rating			4.68					74.97	
Average Rating (Total Over-all Rating divided by 4)				Comments & Recommendations for Development Purpose: Have done enough for the university. Happy retirement.					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.68						
ADJECTIVAL RATING			0						

Evaluated & Rated by:

LOURDES B. CANO

Unit Head

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2019

Name of Staff: Asteria A. Sevilla

Position: Admin. Officer III


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					
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		82			
Average Score		4.82			

Overall recommendation : _____


LOURDES B. CANO
 Name of Head