



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MANUEL C. BARTOLINI**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.360
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.753	30%	1.425
TOTAL NUMERICAL RATING			4.785

TOTAL NUMERICAL RATING: 4.79
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.79


FINAL NUMERICAL RATING 4.79

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

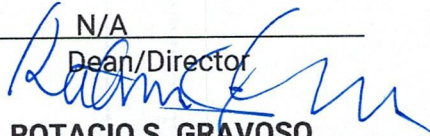

MANUEL C. BARTOLINI
Administrative Aide III

Reviewed by:


MIRIAM M. DE LA TORRE
Immediate Supervisor

Recommending Approval:

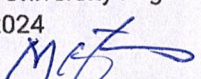
Approved:

N/A
Dean/Director

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

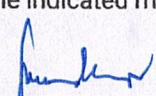


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

MANUEL C. BARTOLINI, of the University Registrar commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January to June 2024


MANUEL C. BARTOLINI
 Ratee

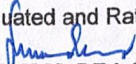
Approve


MIRIAM M. DE LA TORRE
 Head of Unit

MFOs/PAPs	Success/Performance Indicator (PI)	Tasks Assigned	Target (Jan 1-Dec 31, 2024)	Actual Accomplishments (January-June 2024)	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
UMFO 5: Support to Operations (STO)									
OUR MFO 2 : Graduation Services									
	PI 4. Percentage of TOR and certifications prepared, processed, signed, sealed and released as 1st issuance to graduates	Checks entries in the TOR of graduating students	100%	100% of checks entries in the TOR of graduating studenst (16)	5	5	4	4.6667	
UMFO 6. General Administration and Support Services (GASS)									
OUR MFO 4: Student Records Management Services									
	PI 1. Percentage of student records updated and filed/stored in a secured designated shelves in the Records room	Check of the sort stduents permanent records in designated shelves	100% of student records updated	100% of authenticated TOR, diploma and certificate of students (20)	5	5	5	5	
	PI 2. Percentage of new student records prepared and filed/stored in a secured designated shelves in the Records room	Check of the new students permanent records in designated shelves	100% of new student records prepared						No new students record prepared yet since the official list not yet furnish
OUR MFO 5: Administrative & Facilitative Services									
	PI 1. Percentage of online requests and email queries responded on time	Facilitate queries through IP messages, emails and phone calls	100% of requests and queries responded	100% of requests and queries responded (360)	5	4	4	4.3333	

	PI 3. Percentage of requests for TOR, CAV, TC, and Certifications prepared, processed, and released	Prepared TOR, CAV, TC and Certifications	100% of requested documents	100% of requested documents (TC-4, Certificationc-466)	5	5	4	4.6667	
	PI 9. Percentage of Form 137 officially requested for issuance	Prepared request of Form 137-A of students from the last school attended	100% of form 137 requested						No request yet made since the enrollment for 1st sem SY: 2024-2025 about to start
	PI 10. Percentage of request for OTOR facilitated, prepared, and released for official mailing	Complies school to school request for Official Transcript of Records	100% of requests OTOR	100% of requests OTOR (464)	5	5	4	4.6667	
	PI 17. Number of linkages with external agencies maintained	Number if linkages with external agencies maintained	3	3	5	5	5	5	
	PI 19. Number of quality procedures maintained that are aligned and compliant to ISO 9001:2015 standard	Number of quality proceures maintains that are aligned and complaint to ISO 9001 2015 standard	8	8	5	5	5	5	
	PI 20. Number of staff meetings conducted and facilitated	Number of staff meetings conducted and facilitated	4	3 staff meetings facilitated and attended	5	5	5	5	
	PI 21. Percentage of administrative documents acted within time frame	Number of administrative documents acted within time frame	100% administrative documents acted within time frame	100% administrative documents acted within time frame	5	5	5	5	
	PI 22. Percentage of action plans implemented and monitored as scheduled	Number of action plans implemeted and monitored as scheduled	100%	N/A					
	PI 23. Percentage of NCs received and acted	Number of NCs received and acted	0%	N/A					
	PI 24. Percentage of CARs received and acted	Number of CARs received and acted	0%	N/A					
OVPAAs MFO 2. Frontline Services									
OUR MFO 6: Frontline Services									
	PI 1. Efficient and customer-friendly frontline service	Client served with the day	Zero percent of complaints not acted	Zero percent of complaints not acted	5	5	4	4.6667	

Innovations & Best Practices									
OUR MFO 6: Innovations and Best Practices									
	PI 1. Number of UR e-ticket system to be initially developed	Registrar, ICTMC, Unit Heads,	1	N/A					
Total Over-all Rating								48.00	4.80
Average Rating (Total Over-all rating divided by # of entries)			4.80	Comments & Recommendations for Development Purpose: Attend in-house S-W on customer service.					
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			4.80						
ADJECTIVAL RATING									

Evaluated and Rated by:

MIRIAM M. DE LA TORRE
C, University Registrar

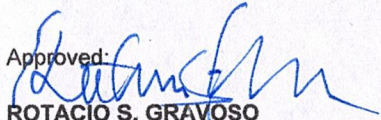
Date: 09/09/24
1 - quality
2 - efficiency
3 - timeliness
4 - average

Recommending Approval:

N/A
Dean/Director

Date: _____

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Date: 09/09/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2024

Name of Staff: **MANUEL C. BARTOLINI**

Position: Administrative Aide 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	57/12 = 4.75				
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					
Average Score					
Overall recommendation:					


MIRIAM M. DE LA TORRE
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MANUEL C. BARTOLINI

Performance Rating: January-June 2024

Aim: Further capacitate on document processing

Proposed Interventions to Improve Performance: Attendance to trainings and S-W

Date: _____ Target Date: CY 2024

First Step: Orient and learn himself on document processing

Result: Prepared requested documents within schedule

:

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: Should mentor junior staff of the current tasks due to compulsory retirement come CY 2025

Prepared by:


MIRIAM M. DE LA TORRE ^{9/6/24}
OIC, University Registrar

Conforme:


MANUEL C. BARTOLINI ^{9/6/24}
Administrative Aide III