



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **SEDROME, ISABELITA V.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.57	70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.53

TOTAL NUMERICAL RATING: 4.53

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.53

ADJECTIVAL RATING: VS

Prepared by:

ISABELITA V. SEDROME

Name of Staff

Reviewed by:

ASTERIA A. SEVILLA

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, **Isabelita V. Sedrome** 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**.

ISABELITA V. SEDROME

Ratee

Approved:


ASTERIA A. SEVILLA

Officer-in-Charge

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	Receives/stamps "Received" all docs/records upon receipt from PRPEO and other offices	100% accomplishment	100% accomplishment	5	5	5	5	
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	Assists in retrieval of memos/circulations/BOR Resolutions from office hardbound files	100% accomplishment	100% accomplishment	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	Checks/arranges the display materials at the Archives Center and updates labelling	100% accomplishment	100% accomplishment	4	4	4	4	
ROAC MFO 5: No. of messengerial services provided and approved disposal of records secured									
PI 4: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A 4. Messengerial services	Facilitates recording of mails and other docs before delivery to Postal Office/ recipients	100% accomplishment	100% accomplishment	4	4	4	4	


PI 5: No of request to dispose of records secured from NAP	A5. Records disposal	Checks the valueless records forwarded from other admin. Offices	100% accomplishment	100% accomplishment	4	4	4	4	
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									
P 6I: Efficient and customer friendly frontline services	A6. Efficient and friendly services	Attends to the needs of clients	Zero complaint from clients served	No valid complaint	5	5	5	5	
		Assists/guides clients in providing request forms including the process flow in request for records	100% accomplishment	100% accomplishment	5	5	5	5	
Total Over-all Rating								32	
Average Rating (Total Over-all Rating divided by 4)			4.57		Comments & Recommendations for Development Purpose: <i>Ag to be retained in Records Office, to send her to senior training on records keeping + disposition</i>				
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.57						
ADJECTIVAL RATING			VS						

Evaluated & Rated by:


ASTERIA A. SEVILLA
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: Isabelita V. Sedrome

Position: Guesthouse Caretaker


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	13				
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	13				
Average Score	4.42				

Overall recommendation : _____


ASTERIA A. SEVILLA
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ISABELITA V. SEDROME
Performance Rating: January-June 2018

Aim: To enhance her knowledge in records management.

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 2018

First Step: Attendance to trainings/seminars in records keeping.

Result: Not pushed through due to her possible transfer.

Date: Target Date:


Next Step:


Outcome:

Final Step/Recommendation:

In the meantime, to send her to seminar on records keeping and disposition.

Prepared by:


ASTERIA A. SEVILLA
Office Head

Conforme: 
ISABELITA V. SEDROME
Ratee