



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **VIRGILIO C. ACILO**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|----------------------------|-----------------------------|---|
| 1. Numerical Rating per IPCR | 4.71 | 70% | 3.30 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.67 | 30% | 1.40 |
| TOTAL NUMERICAL RATING | | | 4.70 |

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

4.70

TOTAL NUMERICAL RATING:

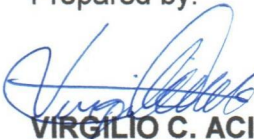
FINAL NUMERICAL RATING

4.70

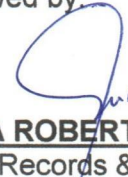
ADJECTIVAL RATING:

Outstanding

Prepared by:


VIRGILIO C. ACILO
Name of Staff

Reviewed by:



MARIA ROBERTA S. MIRAFLOR
Head, Records & Archives

Recommending Approval:


RYSAN C. GUINOCOR
OIC Director, ODAS

Approved:


REMBERTO A. PATINDOL
Vice President for Administration and
Finance


VIRGILIO C. ACILO
Ratee

MARIA ROBERTA S. MIRAFLORES
Head, Records and Archives

| 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 | | | | | | | | | |
| ODAS MFO 1: ISO aligned Personnel Records Development & Management Services | | | | | | | | | |
| OHRA MFO 1. Number of implementation of leave benefits, compensation & other employee benefits | | | | | | | | | |
| PI 1: Number of leave applications, NOSI, NOSA filed within the day of receipt | A1. Effective files management | Files contracts, 201 files/ documents of administrative staff (regular, casual, contractual staff) including NOSA, NOSI, leave applications within the day of receipt | 7,000 documents | 8,606 documents | 5 | 5 | 4 | 4.67 | |
| | | Updates 201 files of administrative staff based on the new CSC checklist | 390 files | 781 files | 5 | 5 | 5 | 5.00 | |
| | | Conduct Inventory of all 201 Personnel file folders for non-current; acad, admn, part-time instructor, casual, & SRA | 370 folders | 320 folders | 5 | 4 | 4 | 4.33 | |
| OHRA MFO 2: Number of certifications and service records issued and documents authenticated | | | | | | | | | |
| PI 2: Number of records/documents authenticated | A2. Authentications of documents/ records | Retrieves/photocopies documents per approved request of records filed | 40 documents | 58 documents | 5 | 4 | 5 | 4.67 | |
| ODAS MFO 2: ISO Aligned Records and Archives Management | | | | | | | | | |
| OHRA MFO 5: No. of messengerial services provided and approved disposal of records secured | | | | | | | | | |

| | | | | | | | | | |
|---|-------------------------------------|---|------------------------------------|--|---|---|---|--------------|--|
| PI 3: Number of request to dispose of records secured from NAP | A4. Records disposal | Encodes draft of Request for Authority to Dispose Records for review | 100% accomplishment | 100% accomplishment | 5 | 5 | 5 | 5.00 | |
| | | Encodes list of valueless records during the conduct of records inventory | 439 records | 439 records encoded | 5 | 4 | 4 | 4.33 | |
| UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICE | | | | | | | | | |
| OVPAF MFO 2: Human Resource Management and Development | | | | | | | | | |
| ODAS MFO 2: Administrative and Support Services Management | | | | | | | | | |
| OHRA MFO 7: Efficient and customer friendly frontline services | | | | | | | | | |
| PI 4: Efficient and customer friendly frontline services | A5. Efficient and friendly services | Attends to the needs of clients | Zero complaint from clients served | No valid complaint | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | | | | 33.00 | |
| Average Rating (Total Over-all Rating divided by 4) | | | 4.71 | Comments & Recommendations for Development Purpose: <i>Recommends to attend trainings on disposition of records and archiving</i> | | | | | |
| Additional Points: | | | | | | | | | |
| Punctuality | | | | | | | | | |
| Approved additional points (with copy of approval) | | | | | | | | | |
| FINAL RATING | | | 4.71 | | | | | | |
| ADJECTIVAL RATING | | | | | | | | | |

Evaluated & Rated by:

MARIA ROBERTA S. MIRAFLOR

Head, Records and Archives

Date: 7/27/21

Recommending Approval:

RYSAN C. GUINOCOR

OIC, Director for Administrative Services

Date: 27 JUL 2021

Approved by:

REMBERTO A. PATINDOL

Vice President for Administration & Finance

Date: 7/27/21

1 - Quality 2 - Efficiency 2 - Timeliness 4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: **VIRGILIO C. ACILO**

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 | | 56 | | | | |

| 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 | | 4.67 | | | | |

Overall recommendation : _____


MARIA ROBERTA S. MIRAFIOR
 Head, Records and Archives

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **VIRGILIO C. ACILO**

Performance Rating: **January - June 2021**

Aim: To improve his skills on electronic records management.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To send him to training on electronic records management.

Result: Not being able to attend some of the related trainings due to pandemic.

Date: _____ Target Date: _____

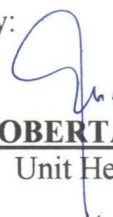
Next Step: _____

Outcome: _____

Final Step/Recommendation:

Attendance to electronic records management, and other relevant trainings on disposition of records.

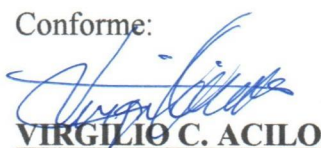
Prepared by:



MARIA ROBERTA S. MIRAFLOR

Unit Head

Conforme:



VIRGILIO C. ACILO

Name of Ratee Faculty/Staff