

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
July-December 2016

Name of Administrative Staff: **GRACIANA M. ESPINOSA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.61	70%	3.23
2.Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.60

TOTAL NUMERICAL RATING: 4.60

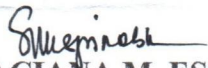
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.60

ADJECTIVAL RATING: 0


Prepared by:

Reviewed by:




GRACIANA M. ESPINOSA
 Name of Staff


ASTERIA A. SEVILLA
 Department/Office Head

Recommending Approval:

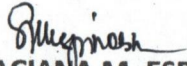

REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Graciana M. Espinosa, of the Records Office & Archives Center 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 - December 2016.


GRACIANA M. ESPINOSA
 Ratee

Approved: 
ASTERIA A. SEVILLA
 Officer-in-Charge

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									
Records MFO 2: Efficient office and files management									
PI 1. Efficient and customer friendly frontline services	A.1 Zero complaint from clients	Entertained clients and serve them promptly, efficient and effectively	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 from receipt	Filed communications, contracts and docs. of academic staff (non-teaching, High School, retirees) to its respective folders (appointments, medical cert., SALN, cert. of trainings, TOR, PDF, PDS etc)	2,500 docs.filed	5,157 docs.filed	5	5	4	4.67	
PI 3: No. of records reference services served for current and non-current records per Request of Records	A.3 Retrieval/reproduction of records/documents	A.3 Retrieved/reproduced records/docs. per Request of Records filed	500 docs.	988 docs.	5	5	5	5	
	A.4 Budget and reports prepaton	Drafted/finalized PPMP, Annual Report, and encoded office communications, reports etc.	100% compliance	100% compliance	4	4	4	4	
Records MFO 3: Maintains linkages with external agencies continuously maintained									
PI 4: No. of linkages with external agencies continuously maintained	A.5 Accommodation of visitors	Received mails delivered by Post Office personnel	100% compliance	100% compliance	5	5	5	5	
ODAHRD MFO 2: Compliance to ISO requirements/alignment to QMS									
Records MFO 5: No. of ISO related orientations conducted									
PI 5. No. of ISO related orientations conducted	A.6 No. of ISO orientations attended as Document Controller	Attended ISO orientations	2 workshops	2 workshops	4	4	4	4	

Records MFO 7: No. of PRIME HRM Areas awarded level 2 maturity status

[illegible]

Records MFO 8: No. of additional PRIME-HRM areas ready for assessment for level 2 maturity status

[illegible][illegible]

ODARHD MFO 7 - Faculty evaluation services

Records MFO 5: No. of faculty/subjects evaluated
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PI 8: No. of faculty members/	A.9 Conducts evaluation services	Conducted student evaluation and	6 faculty	4 faculty members/14					
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[illegible]

CDAPHBD MEC 10: Personnel Records Development & Management Services

ODANRD MFO 10: Personnel Records Development & Management Services

[illegible]

NOSA/NOSI of faculty and staff classified and filed	applications, leave balances, NOSA/NOSI of staff	NOSA/NOSI	NOSA/NOSI	+	+	+	+
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[illegible][illegible][illegible]

ODAHRD MFO 11: Records and Archives Management

Records MFO 12: No. of new Accreditation/Archival documents gathered and displayed at the Accreditation/Archives Center	
2010	1
2011	1
2012	1
2013	1
2014	1
2015	1
2016	1
2017	1
2018	1
2019	1
2020	1
2021	1
2022	1
2023	1
2024	1
2025	1
2026	1
2027	1
2028	1
2029	1
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2160	1
2161	1
2162	1
2163	1
2164	1
2165	1
2166	1
2167	1
2168	1
2169	1
2170	1
2171	1
2172	1
2173	1
2174	1
2175	1
2176	1
2177	1

[illegible]

gathered and displayed at the	Accreditation/Archives Centers	100% compliance	100% compliance	4	4	4	4
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[illegible][illegible]

Records MFO 13: All required HR docs.prepared/gathered and profile under Area 3 of Institutional Accreditation prepared

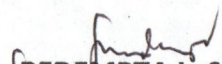
reproduced	evidences needed								
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Records MFO 14: No. of messengerial services provided					

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PI 13. No. of mails dispatched to Post Office within the day of receipt	A.14 Mailing services	Received/sorted mails (ordinary, airmail) including students' final grades per semester/summer; Checked signatures, affixed required stamps; arranged alphabetically for easy recording/ reference	2,5000 mails	5,634 mails	5	5	4	4.67
	A.15 Encoding/recording of outgoing mails	Encoded all outgoing mails ready for dispatch with corresponding address and stamp denomination Recorded all reg. mails in logbook with corresponding receipt nos.	2,500 mails	5,634 mails	5	5	5	5
	A.16 Replenishment of stamps	Prepared/processed reports and replenishment of stamps	6 reports & 6 replenishments	6 reports & 6 replenishments	5	5	5	5
	A.17 Purchase of stamps with different denominations	Prepared voucher for purchase of stamps and list of stamps with different denominations	6 purchases/ vouchers	6 purchases/ vouchers	5	5	5	5
Records MFO 15: No. of records inventory conducted								
PI 14. No. of records /records series listed during inventory of records ready for disposal	A.18 Preparation of final listing of records for disposal based in GRDS/RDS	Evaluated/reviewed list of non-current records for consolidation	100% compliance	100% compliance	4	4	4	4
Total Over-all Rating								83.01
Average Rating (Total Over-all Rating divided by 4)		4.61	Comments & Recommendations for Development Purpose:					
Additional Points:								
Punctuality								
Approved additional points (with copy of approval)								
FINAL RATING		4.61						
ADJECTIVAL RATING		0						

Received by:


REDEMPTA L. SORIA
 Planning Office

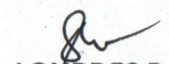
Date: _____

Calibrated by:


REMBERTO A. PATINDOL
 PMT

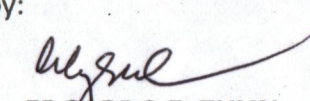
Date: _____

Recommending Approval:


LOURDES B. CANO
 Director, ODAHRD

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-Dec. 2016

Name of Staff: GRACIANA M. ESPINOSA Position: Adm. Aide IV

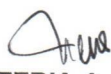
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	4	3	2	1

improvement of his work accomplishment					
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	55				
Average Score	4.58				

Overall recommendation : _____


ASTERIA A. SEVILLA
 Name of Head