



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

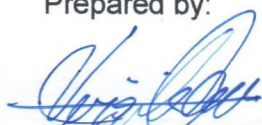
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.48	70%	3.14
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.51

TOTAL NUMERICAL RATING: 4.51
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

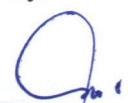
FINAL NUMERICAL RATING 4.51

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:


VIRGILIO C. ACILO
Name of Staff

Reviewed by:


MARIA ROBERTA S. MIRAFLOR
OIC Head, Records & Archives Office

Recommending Approval:

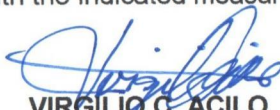

LOURDES B. CANO
Director, ODAS

Approved:


REMBERTO A. PATINDOL
Vice President for Administration and
Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Virgilio C. Acilo** 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 2020**.


VIRGILIO C. ACILO
 Ratee

Approved:


MARIA ROBERTA S. MIRAFLOR
 OIC, Records Office and Archives Center

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 I: ISO aligned Personnel Records Development & Management Services									
ROAC 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 withiin the day of receipt	5,000 documents	5,178 documents	5	4	5	4.67	
		Updates 201 files of administrative staff based on the new CSC checklist	200 files	282 files	4	4	5	4.33	
ROAC 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	50 documents	67 documents	4	4	5	4.33	
ODAHRD MFO 2: ISO Aligned Records and Archives Management									
ROAC 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	4	4	4	4.00	

		Encodes list of valueless records during the conduct of records inventory	369 records	369 records encoded	4	4	4	4.00	
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 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	
PI 5: Number of daily attendance monitoring in different administrative offices/ units including College-wide activities and flag raising ceremonies in the Administration Building	A6. Attendance monitoring	Monitors attendance of faculty and staff during flag ceremonies at Admin. Bldg and during university-wide activities	25 activities	10 activities monitored	5	5	4	4.67	Activities decreased due to pandemic
	A7. Financial documents prepared	Prepares PRs/voucher for fuel, office supplies, job requests, payroll of Jos, etc.	50 financial documents	57 financial documents prepared	5	5	4	4.67	
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									
PI 6: Number of IPCR with outstanding ratings retrieved/scanned/ reproduced	A8 Reproduction of documents	Reproduces IPCR of faculty and staff with outstanding ratings for 2 rating periods	250 sets of IPCR of faculty and staff	270 sets	5	5	4	4.67	
Total Over-all Rating								40.33	
Average Rating (Total Over-all Rating divided by 4)			4.48	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			4.48						
ADJECTIVAL RATING			Very Satisfactory						

Evaluated & Rated by:

MARIA ROBERTA S. MIRAFLOR

OIC, Records Office and Archives Center

Date: _____

Recommending Approval:

LOURDES B. CANO

Director, ODAHRD

Date: _____

Approved by:

REMBERTO A. PATINDOL

Vice President for Administration & Finance

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

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		55				

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		4.58				

Overall recommendation : _____


MARIA ROBERTA S. MIRAFLOR
 OIC Head, Records and Archives Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **VIRGILIO C. ACILO**
Performance Rating: **January 1 to June 30, 2020**

Aim: To improve his knowledge 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: _____

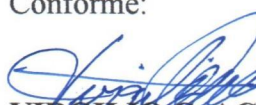
Final Step/Recommendation:

Attendance to training on electronic records management.

Prepared by:


MARIA ROBERTA S. MIRAFLOR
Unit Head

Conforme:


VIRGILIO C. ACILO
Name of Ratee Faculty/Staff