

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ALEX P. BAGARINAO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
TOTAL NUMERICAL RATING			4.31

TOTAL NUMERICAL RATING: 4.31Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING: 4.31ADJECTIVAL RATING: VS


Prepared by:

Reviewed by:


ALEX P. BAGARINAO
 Name of Staff


ASTERIA A. SEVILLA
 Department/Office Head

Recommending Approval:


LOURDES B. CANO
 Director, ODAHRD

Approved:


REMBERTO A. PATINDOL
 Vice President for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Alex P. Bagarinao 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 2018.


ALEX P. BAGARINAO
 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: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODAHRD MFO I: Administrative and Support Services Management									
ROAC MFO 1. Efficient office and files management									
PI 1: Efficient and customer friendly frontline services	A1. Zero complaint from clients	Attends to the needs of clients	Zero complaint from clients served	No valid complaint	5	5	5	5	
PI 2: No. of attendance monitoring in different admin. offices/units daily including University-wide activities	A2. Attendance monitoring	Monitors attendance in different admin. offices/ units daily except Mondays & closed attendance logbook after 8:00am	11 Admin. Offices/units	11 Admin. Offices/units	4	4	4	4	
		Assists in monitoring of staff attendance during flag ceremonies at Admin. Bldg. and in University-wide activities	100% accomplishment	100% accomplishment	4	4	4	4	Women's Month
ROAC MFO 2: No. of messengerial/janitorial services provided									
PI 3: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A3. Mailing and messengerial services rendered	Receives/delivers memos/ circulars and other issuances within the day of receipt	5,000 memos/circular	7,850 memos, circulars, notices of meetings	5	5	4	4.66	
		Receives/delivers mails to/from Post Office	4,000 mails	6,091 mails	5	5	4	4.66	


		Delivers notice of meetings, minutes of meetings and referendum for signature of committee members, Excerpts, Job Requests, RIS, PRs, etc.	100% accomplishment	100% accomplishment	5	5	4	4.66	
	A4. Janitorial services rendered	Cleans offices/rooms and surroundings daily	2 offices/10 rooms	2 offices/10 rooms, 2 stairs and office surroundings	4	4	5	4.33	
ROAC MFO 12: Percentage compliance to 5S on office and documentation management									
PI 4: Percentage of 5S compliant	A5. 5S requirement complied	Cleans/shines glass doors/windows/picture frames, glass boxes including floor, walls and ceiling	100% accomplishment	100% accomplishment	4	4	4	4	
ROAC MFO 15: Percentage updating of HR evidences based latest indicators displayed at HR accreditation center									
PI 5: Evidences under R&R gathered, bookbound and displayed at CSC Accreditation Center	A6. Percentage of evidences under R&R bookbound and displayed	Assists in photocopying of documents gathered ready for bookbinding	100% accomplishment	100% accomplishment	5	5	5	5	
ROAC MFO 17: No. of new accreditation/ archival documents gathered and displayed at Archives Center									
PI 6: Accreditation and Archives Center maintained/updated	A7. New display materials gathered and displayed	Maintains cleanliness of the Archives and CSC Accreditation Centers	100% accomplishment	100% accomplishment	4	4	4	4	
Total Over-all Rating								43.31	
Average Rating (Total Over-all Rating divided by 4)			4.33	<div>Comments & Recommendations for Development Purpose: Needs training for utility workers.</div>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.33						
ADJECTIVAL RATING			VS						

Evaluated & Rated by:


ASTERIA A. SEVILLA
Unit Head


Date: _____

Recommending Approval:


LOURDES B. CANO
Director, ODAHRD

Date: _____

Approved by:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2018

Name of Staff: ALEX P. BAGARINAO

Position: Admin. Aide II

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	51				
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	51				
Average Score	4.25				

Overall recommendation : Needs regular coaching to improve performance.


ASTERIA A. SEVILLA
 Office Head

PERFORMANCE MONITORING FORM

Name of Employee: **Alex P. Bagarinao**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Monitors attendance in admin. offices/units daily except on Mondays & closed logbook at 8:00 a.m.	14 admin. Offices/units	Every Tuesdays-Fridays	Between 8:00-8:30 am	Between 8:00-9:00 am	Impressive	VS	
2	Assists in monitoring attendance of staff during flag ceremonies in Admin bldg. & during university-wide activities	100% accomplishment	Jan. -June 2018	Every Monday	Every after flag ceremonies	Impressive	VS	
3	Receives/delivers OP circulars/memos and other issuances within the day of receipt	6,000 memos/circulars/notice of meetings	Daily	Within the day of receipt	Within the day of receipt	Impressive	VS	
4	Receives/delivers mail to/from Post Office	6,000 mails	Daily	Within the day	Within the day	Impressive	VS	
5	Delivers notice of meetings, minutes of meetings & referendum for signature of the committee members, excerpts, Job Requests, etc.	100% accomplishment	As the need arises	Within the day of receipt	Within the day of receipt	Impressive	VS	
6	Cleans offices/rooms and surroundings daily including glass windows/doors, wall frames, etc.	2 offices/10 rooms	Daily	Daily before 8am	Daily before 8am	Needs improvement	S	
7	Assists in photocopying of R&R docs. ready for bookbinding	100% accomplishment	As the need arises	Within the day of receipt	Within the day of receipt	Impressive	VS	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ASTERIA A. SEVILLA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALEX P. BAGARINAO**

Performance Rating: January-June 2018

Aim: To be able to render efficient messengerial and janitorial services.

Proposed Interventions to Improve Performance:

Date: January 2018 **Target Date:** June 2018

First Step:

One-on-one coaching session and review of daily work schedule.

Result: Work schedule was followed.

Date: _____ Target Date: _____

Next Step:

Require the recording of all mails before delivering to recipients

Outcome: Not all mails received were recorded.

Final Step/Recommendation:

Continuous coaching and monitoring.

Prepared by:


ASTERIA A. SEVILLA
Office Head

Conforme:


ALEX P. BAGARINAO
Name of Ratee