

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 July-December 2017


ISABELITA V. SEDROME
 Ratee


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									
ROAC MFO 1: Efficient office and files management									
PI 1. Efficient and customer friendly frontline services	A.1 Zero complaint from clients	Entertaines clients and served them promptly, efficient and effectively	No complaint	No complaint	5	5	5	5	For the months of Nov.-Dec. 2017 only, when the Incharge was detailed at the Cash Office
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	Files communications, contracts and 201 files of academic staff, (teaching, non-teaching, High School) to its respective folders (appointments, medical cert., SALN, cert. of trainings, TOR, PDF, PDS etc)	2,500 docs.	3,036 docs.	5	5	4	4.67	
ROAC MFO 3: No. of linkages with external agencies maintained									
PI 3. No. of linkages with external agencies continuously maintained/strengthened	A.3 Accommodation of visitors	Entertains/accommodates visitors from Postal Office, etc.	100% accomplishment	100% accomplishment	4	4	4	4	
ODAHRD MFO 10: Records and Archives Management									
ROAC MFO 10: Messengerial services provided									
PI 4. No. of mails dispatched to Post Office within the day of receipt	A.4 Mailing services	Receives/sorts/records mails (ordinary, airmail) including students' final grades per semester/summer; Checked signatures, affixed required stamps; arranged alphabetically for recording purposes	2,000 mails	2,859 mails	5	5	5	5	For the months of Nov.-Dec. 2017 only, when the Incharge was detailed at the Cash Office
	A.5 Replenishment of stamps	Facilitates preparation of reports for replenishment of stamps	2 reports & 2 replenishments	2 reports & 2 replenishments	4	4	4	4	

	A.6 Purchase of stamps with different denominations	Faciliates preparation of vouchers for purchase of stamps with different denominations	2 purchases/ vouchers	2 purchases/ vouchers	4	4	4	4	4
ROAC MFO 11: No. of approved disposal of records secured									
PI 5. No. of records evaluated/ listed during records inventory	A.7 Conduct of records inventory/disposal	Conducts inventory of 201 files of retirees/separated staff and other inactive records	200 records	265 records	5	4	5	4.67	
		Facilitates determining the retention period of records based on GRDS/RDS to come up with listing of valueless records	500 records	654 records	5	5	5	5	
Total Over-all Rating									
Average Rating (Total Over-all Rating divided by 4)			4.54						
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.54						
ADJECTIVAL RATING			VS						
Comments & Recommendations for Development Purpose:									

Received by:


Calibrated by:

Recommending Approval:

Approved by:


TERESITA L. QUIÑANOLA
Head, PRPEO


REMBERTO A. PATINDOL
PMT


REMBERTO A. PATINDOL
VP for Admin. & Finance


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017

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

Position: Guesthouse Caretaker

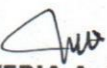
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	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	56				
Average Score	4.67				

Overall recommendation : _____


ASTERIA A. SEVILLA
 Officer-in-Charge

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ISABELITA V. SEDROME

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	70%	3.18
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.58

TOTAL NUMERICAL RATING: 4.58

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.58

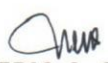
ADJECTIVAL RATING: VS

Prepared by:



ISABELITA V. SEDROME
Name of Staff

Reviewed by:



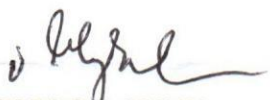
ASTERIA A. SEVILLA
Department/Office Head

Recommending Approval:



REMBERTO A. PATINDOL
Chairman, PMT

Approved:



EDGARDO E. TULIN
President