



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Mr. Virgilio C. Acilo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.53	70%	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
TOTAL NUMERICAL RATING			4.45

TOTAL NUMERICAL RATING: 4.45

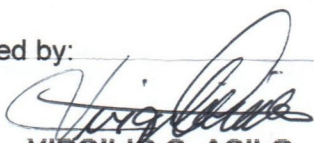
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.45

FINAL NUMERICAL RATING 4.45

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


VIRGILIO C. ACILO
Name of Staff

Reviewed by:


ASTERIA A. SEVILLA
Department/Office Head

Recommending Approval:


LOURDES B. CANO
Dean/Director

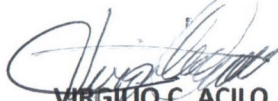
Approved:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance


"Exhibit B"


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 July-December 2019.


VIRGILIO C. ACILO
 Ratee

Approved:

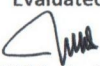

ASTERIA A. SEVILLA
 OIC (July-Oct 2019)


MARIA ROBERTA S. MIRAFLOR
 OIC (Nov-Dec. 2019)

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 1: ISO aligned Personnel Records Development & Management Services									
ROAC MFO 1. Percentage implementation of leave benefits, compensation & other employee benefits									
PI 1: No. of leave applications, NOSI, NOSA filed within the day of receipt	A1. Effective files management	Files contracts, 201 files/docs of admin. Staff (regular, casual, contractual staff) including NOSA, NOSI, leave applications w/in the day of receipt	5,000 docs.	6,017 docs.	5	5	4	4.66	
		Updates 201 files of administrative staff based on the new CSC checklist	100% accomplishment	100% accomplishment	5	5	4	4.66	
ROAC MFO 2: No. of certifications and service records issued and documents authenticated									
PI 2: No. of records/ documents authenticated	A2. Authentications of docs./records	Retrieves/photocopies docs per approved request of records filed	50 docs	67 docs	5	4	4	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: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A3. Messengerial services	Assists in delivering of memos/circulars and other issuances in the absence of the messenger	100% accomplishment	100% accomplishment	5	4	4	4.33	
PI 4: No 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	


		Encodes list of valueless records during the conduct of records inventory	100% accomplishment	100% accomplishment	4	4	4	4	
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 5: 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 from clients served	5	5	5	5	
PI 6: No. of daily attendance monitoring in different admin. Offices/units including College-wide activities and flag raising ceremonies in Admin. Bldg	A6. Attendance monitoring	Monitors attendance of faculty and staff during flag ceremonies at Admin. Building and during university-wide activities.	100% accomplishment	100% accomplishment	5	5	5	5	
	A7. Financial docs. prepared	Prepares PRs/voucher for fuel, office supplies, job requests, payroll of JOs, etc.	50 financial docs.	40 financial docs	5	5	4	4.66	
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 merit									
PI 7: No. of IPCR with outstanding ratings retrieved/scanned/reproduced	A8 Reproduction of docs.	Reproduces IPCR of faculty and staff with outstanding ratings for 2 rating periods	250 sets of IPCR of faculty and staff	263 sets of IPCR of faculty and staff	5	5	4	4.66	
Total Over-all Rating								45.31	
Average Rating (Total Over-all Rating divided by 4)			4.53	Comments & Recommendations for Development Purpose: <i>To recommend attendance for records mgmt & archiving seminar</i>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.53						
ADJECTIVAL RATING			VS						

Evaluated & Rated by:



ASTERIA A. SEVILLA

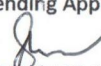
OIC



MARIA ROBERTA S. MIRAFLORES

OIC


Recommending Approval:



LOURDES B. CANO

Director

Approved by:



REMBERTO A. PATINDOL

Vice President for Admin. & Finance

Date: _____

Date: _____

Date: _____

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VIRGILIO C. ACILO
Performance Rating: July-December 2019

Aim: To improve his knowledge on electronic records management.
Proposed Interventions to Improve Performance:

Date: July 2019 Target Date December 2019

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

Result: No scheduled trainings yet.

Date: _____ Target Date: _____

Next Step:


Outcome: _____

Final Step/Recommendation:

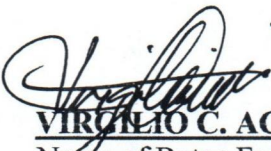
Attendance to training on electronic records management.

Prepared by:


ASTERIA A. SEVILLA


MARIA ROBERTA S. MIRAFLOR

Conforme:


VIRGILIO C. ACILO
Name of Ratee Faculty/Staff