



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Mr. Alex Bagarinao

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.43	70%	3.10
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.43

TOTAL NUMERICAL RATING: 4.43

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.43

FINAL NUMERICAL RATING 4.43

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Reviewed by:

ALEX P. BAGARINAO
Name of Staff

ASTERIA A. SEVILLA
Department/Office Head

Recommending Approval:


LOURDES B. CANO
Dean/Director

Approved:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance


Approved:



ASTERIA A. SEVILLA
OIC (July-Oct 2019)



MARIA ROBERTA S. MIRAFLORES
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 I: 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	Assists in pulling out/returning/filing of 201 folders of faculty and staff from steel cabinets	100% accomplishment	100% accomplishment	4	4	4	4	
	A2. Janitorial services	Maintains cleanliness in the office including filing cabinets, picture frames, glass doors/ boxes, ceiling, including surroundings	100% accomplishment	100% accomplishment	4	4	4	4	
ROAC MFO 2: No. of certifications and service records issued and documents authenticated									
PI 2: No. of records/ documents authenticated	A3. Authentications of docs./records	Assists in photocopying of docs/records requested	100% accomplishment	100% accomplishment	4	4	4	4	
ROAC MFO 3: No. of new Archival documents gathered and displayed at Archives Center									
PI 3: No. of new archival documents gathered and displayed	A4. New display materials gathered and displayed	Facilitates binding of records/OP issuances	100% accomplishment	100% accomplishment	5	5	5	5	
ROAC MFO 4: Percentage of required HR accreditation evidences under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC									
PI 4: Percentage of original appointments forwarded/ received by faculty and staff concerned	A5 . Messengerial services	Delivers copies of original appointments to faculty and staff concerned	100% accomplishment	100% accomplishment	4	4	4	4	
ROAC MFO 5: No. of messengerial services provided and approved disposal of records secured									

PI 5: No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A6. Messengerial services	Delivers memos/ circulars and other issuances to different staff/offices concerned within the day of receipt	5,000 docs.delivered	7,926 docs delivered	5	5	4	4.66	
		Delivers mails to/from Post Office and official mails received fm Post Office to faculty and staff concerned	1,000 mails delivered/sent to recipients	580 mails delivered/sent to recipients	5	4	4	4.33	
		Delivers notices/minutes of meetings, referendum for signature of members of VSU Admin. Scholarship, Investigation Committees	100% accomplishment	100% accomplishment	5	5	4	4.66	
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 6: Efficient and customer friendly frontline services	A7. Efficient and friendly services	Attends to the needs of clients	Zero complaint from clients served	No valid complaint	5	5	5	5	
PI 7: No. of daily attendance monitoring in different admin. Offices/ units including College-wide activities and flag raising ceremonies in Admin. Bldg.	A8. Attendance monitoring	Assists in monitoring of staff attendance during flag ceremonies at Admin. Bldg. and during University-wide activities	100% accomplishment	100% accomplishment	5	5	4	4.66	
Total Over-all Rating								44.31	
Average Rating (Total Over-all Rating divided by 4)			4.43	<div style="border: 1px solid black; padding: 10px;"> Comments & Recommendations for Development Purpose: <i>To recommend attendance to office mgmt.</i> </div>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.43						
ADJECTIVAL RATING			VS						

Evaluated & Rated by:

ASTERIA A. SEVILLA
OIC


MARIA ROBERTA S. MIRAFLOR
OIC

Recommending Approval:

LOURDES B. CANO
Director

Approved by:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Date: _____ Date: _____
1 - Quality 2 - Efficiency 2 - Timeliness 4 - Average

Date: _____

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALEX P. BAGARINAO
Performance Rating: July-December 2019

Aim: To improve his janitorial services and messengerial services.
Proposed Interventions to Improve Performance:

Date: July 2019 Target Date December 2019

First Step: To send him to in-house training with Utility Workers

Result: No scheduled trainings yet.

Date: _____ Target Date: _____


Next Step: To continue monitoring his performance on janitorial services.

Outcome: _____

Final Step/Recommendation:

Attendance to 5S training.

Prepared by:


ASTERIA A. SEVILLA


MARIA ROBERTA S. MIRAFLOR

Conforme:


ALEX P. BAGARINAO
Name of Ratee Faculty/Staff