



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.57

ADJECTIVAL RATING:

Outstanding

Prepared by:

ALEX P. BAGARINAO
Name of Staff

Reviewed by:

MARIA ROBERTA S. MIRAFLOR
Office Head

Recommending Approval:

RYSAN C. GUINOCOR
Director, Administrative Services

Approved:

DANIEL LESLIE S. TAN
Vice President for Administration & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Alex P. Bagarinao** of the Office of the Head of Records and Archives (OHRA) 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 2021**.

ALEX P. BAGARINAO
Ratee

Approved:

MARIA ROBERTA S. MIRAFLORES
Head, Records and Archives

MFOs & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OVPAF MFO 2: ISO ALIGNED MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES									
ODAS MFO 1: ISO aligned Personnel Records Development & Management Services									
OHRA MFO 1. Percentage 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	Assists in pulling out/returning/filing of 201 folders of faculty and staff from the steel	190 folders	331 brown folders	5	5	4	4.67	201 folders of permanent academic staff
	A2. Janitorial services	Maintains cleanliness in the office including filing cabinets, picture frames, glass doors/ boxes, ceiling, etc	100% accomplishment	100% accomplishment	5	5	5	5.00	Performed regular janitorial services every Mondays-Fridays before office hours or as the need arises
OHRA MFO 3: Number of new Archival documents gathered and displayed at Archives Center									
PI 3: Number of new archival documents gathered and displayed	A4. New display materials gathered and displayed	Facilitates binding of records/ 2021 OP issuances	1 display material	1 OP memos; 1 OP memo circulars, s. 2021	5	4	4	4.33	
OHRA 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	5	5	4	4.67	
OHRA MFO 5: No. of messengerial services provided and approved disposal of records secured									
PI 5: Number 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	3,650 memos/circulars and other issuances	5,340 copies of OP memos/circulars and other issuances delivered to concerned staff/offices	5	5	4	4.67	

MFOs & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Delivers mails to/from Post Office and delivers official mails received from Post Office to faculty and staff concerned	200 mails	462 mails dispatched to Post Office and 400 mails delivered to recipients	5	4	4	4.33	
		Delivers monthly payslips to different offices/staff concerned	3, 000 payslips delivered	3, 600 payslips delivered	5	4	4	4.33	payslips from July-Dec 2021 (6 months)

UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICE

OVPAF MFO 2: Human Resource Management and Development

ODAS MFO 2: Administrative and Support Services Management

OHRA 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	100% accomplishment with no valid complaint	5	5	5	5.00	
Total Over-all Rating								37.00	

Average Rating (Total Over-all Rating divided by 4)

Additional Points:

Punctuality

Approved additional points (with copy of approval)

FINAL RATING

4.63

ADJECTIVAL RATING

Outstanding

Comments & Recommendations for Development Purpose:

Recommends to attend the 5S and Safety & Health in the Workplace in-house trainings.

Evaluated & Rated by:

MARIA ROBERTA S. MIRAFLOR

Head, Records and Archives

Date: 1-12-2022

Recommending Approval:

RYSAN C. GUINOCOR

Director, Administrative Services

Date: 2/19/22

Approved by:

DANIEL LESLIE S. TAN

Vice President for Administration & Finance

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

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

Position: **ADMINISTRATIVE 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		53				
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		4.42				

Overall recommendation : _____


MARIA ROBERTA S. MIRAFLOR
 Head, Records and Archives

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: **July-December 2021**

Aim: To improve his janitorial and messengerial services.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To send him to in-house training with utility workers.

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 5S training, Safety and Health and other maintenance skills training.

Prepared by:


MARIA ROBERTA S. MIRAFLOR

Unit Head

Conforme:


ALEX P. BAGARINAO

Name of Ratee Faculty/Staff