



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARIA ROBERTA S. MIRAFLOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: 4.77


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


MARIA ROBERTA S. MIRAFLOR
Name of Staff

Approved:


REMBERTO A. PATINDOL
Vice President for Administration and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ROBERTA S. MIRAFLOR**, of the **Office of the Vice President for Administration & Finance (OVPAF)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 31, 2020.



MARIA ROBERTA S. MIRAFLOR

Ratee

Recommending Approval:



REMBERTO A. PATINDOL

VP for Admin. & Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2020		Percent Accomplishment	Rating				Remarks	
			Target	Actual		Q¹	E²	T³	A⁴		
UMFO 5. General Administration and Support Services											
PI 1: Efficient Office Management	A1. Office Related Tasks	T1. Percentage of documents for travel, reimbursements, liquidations, OIC letters and purchase requests prepared and processed	100%	100%	100%	5	4	5	4.67		
		T2. Percentage of individual and office performance report prepared and finalized within deadline	100%	100%	100%	5	4	4	4.33		
		T3. Percentage of official communications, memoranda and circulars issued by OVPAF prepared and drafted	100%	100%	100%	5	4	5	4.67		
		T4. Percentage of request on URS consolidation and encoding facilitated and submitted online	100%	100%	100%	5	5	5	5.00		
		T5. Percentage of meetings and orientations on various university activities (ISO, PMT, SIAC, VSU Awards other Committee membership) attended	100%	100%	100%	5	5	5	5.00		
		T6. Percentage of ISO-related tasks facilitated and submitted	100%	100%	100%	5	5	4	4.67		
		T7. Percentage of personal queries/concerns of clients/end-users and over the phone promptly attended	100%	100%	100%	5	4	5	4.67		
	A2. Records and Archives Services	T1. Percentage of requested records and forms from requestors/clients reviewed and endorsed	100%	100%	100%	5	4	5	4.67		
		T2. Percentage of meetings and orientations on Records Management attended	100%	100%	100%	5	4	5	4.67		
		T3. Percentage of reports on Records Disposition Schedule (RDS) monitored and updated	100%	100%	100%	5	4	4	4.33		
		T4. Percentage of FOI reports submitted quarterly	100%	100%	100%	5	5	4	4.67		
	PI 2. Involvement in major university committee	A3. Performance Management Team(PMT) Involvement as Recording Secretary	T1. Number of Notices of Meetings prepared	3	3	100%	5	5	5	5.00	
			T2. Number of Attendance Sheets prepared	3	3	100%	5	5	5	5.00	
T3. Number of Minutes of Meetings prepared and accomplished			3	2	67%	5	4	4	4.33		

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2020		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
		T4. Percentage of data and supporting documents for the university accomplishments by Major Final Outputs (MFOs) gathered	100%	100%	100%	5	5	4	4.67	
		T5. Percentage of accomplishment reports by Major Final Outputs (MFOs) submitted to AO25 Secretariat	100%	100%	100%	5	5	4	4.67	
		T6. Percentage of consolidated list of IPCR with outstanding rating forced ranked for employees' grant of step increment based on merit prepared and forwarded to PMT members for evaluation	100%	100%	100%	5	5	4	4.67	
	A4. Suggestions & Incentive Committee (SIAC) as Recording Secretary	T1. Number of meetings arranged	1	1	100%	5	4	5	4.67	
		T2. Number of proposal drafted and printed for approval	1	1	100%	5	4	4	4.33	
PI 3: Administrative and Support Services Management	A5. Promptly attends to queries/concerns of clients	T1. Attends to queries of clients	100% attended	100%	100%	5	4	5	4.67	
		T2. Efficient & customer-friendly frontline service	Zero percent complaints from clients served	Zero percent complaints from clients served	100%	5	5	5	5.00	
PI 4: Innovations of New Best Practices Development Services	A6. Best Practices	T1. Number of new Best Practices introduced	1 Best Practice	1 Best Practice (Replied the letter of concerned staff on their request of personal information & sensitive PI by having it done using the Google Form format in order not to violate the Data Privacy Act)	100%	5	5	5	5.00	
Total Over-all Rating						110	99	101	103.33	
Average Rating (Total Over-all rating divided by # of entries)					4.70	Comments & Recommendations for Development Purpose: <i>Attend trainings/webinars on records mgmt. and data privacy / FOI</i>				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.70					
ADJECTIVAL RATING					Outstanding					

Evaluated & Rated by:



REMBERTO A. PATINDOL

Vice President for Administration & Finance

Date: _____

Recommending Approval:



REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Approved by:



EDGARDO E. TULINO

President

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: **MARIA ROBERTA S. MIRAFLOR**

Position: **ADMINISTRATIVE OFFICER 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		60				
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					84
Average Score					4.94
Overall recommendation	:				



REMBERTO A. PATINDOL
Vice President for Administration & Finance

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA ROBERTA S. MIRAFLOR

Performance Rating: July – December 2020

Aim:

To efficiently assist the Vice President in the implementation of the administrative and budgeting program of the university.

To maximize the productivity potential and efficient delivery of administrative services and provides accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

To enhance her knowledge on privacy and data security as well as competency in handling the data processing activities of the university in accordance with the Data Privacy Act.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: Sept. – Nov., 2020

First Step: Enhance and develop further her skills and knowledge on administrative and records management by coaching, mentoring and sending her to seminars/trainings related to her job.

Result: Improved work performance. Not being able to attend some of the related trainings due to pandemic.

Date: _____ Target Date: Jan. to June 2021


Next Step: Develop her skills on supervision and records management by mentoring, coaching and sending her to related seminars/trainings.

Outcome: Improved supervisory skills and performances.

Final Step/Recommendation:

Recommend to attend training on supervision and records management once pandemic is over.

Prepared by:


REMBERTO A. PATINDOL
Unit Head

Conforme:


MARIA ROBERTA S. MIRAFLOR
Name of Ratee Staff