



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
<b>TOTAL NUMERICAL RATING</b>			<b>4.60</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING

4.60

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

**ISABELITA V. SEDROME**

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, **Isabelita V. Sedrome** 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**.

  
**ISABELITA V. SEDROME**  
Ratee

Approved:   
**MARIA ROBERTA S. MIRAFLOR**  
Head, Records and Archives

MFOs & PAPs	Success Indicators	Tasks Assigned	Targets	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OVPAF MFO 2: ISO ALIGNED MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES									
ODAS MFO I: ISO aligned Personnel Records Development & Management Services									
OHRA MFO 1. Number of implementation of leave benefits, compensation & other employee benefits filed									
PI 1: Number of issuances filed within the day of receipt	A1. Effective files management	Receives & files memos, memo circulars and other issuances upon receipt from OP & other offices.	150 docs	885 docs	5	5	5	5.00	copy of OP memos/memo circulars & other issuances for office file
OHRA MFO 2: Number of certifications and service records issued and documents authenticated									
PI 2: Number of records/documents retrieved & authenticated	A3. Authentications of documents/ records	Assists in retrieval of memos/circulations/BOR Resolutions from office hardbound files	125 docs	125 docs	5	4	4	4.33	
ODAS MFO 2: ISO Aligned Records and Archives Management									
OHRA MFO 3: Number of new archival documents gathered and displayed at Archives Center									
PI 3: Number of new archival documents gathered and displayed	A3. New display materials gathered and displayed	Maintains the arrangement of display materials at the Archives Center and updates labelling	100% accomplishment	100% accomplishment	5	4	5	4.67	
OHRA MFO 5: No. of messengerial services provided and approved disposal of records secured									
PI 4: Number of documents/emails delivered to different units within the day of receipt	A4. Messengerial services	Facilitates recording of mails before delivery to recipients	115 mails	400 mails received & recorded from the Post Office for recipients	5	5	4	4.67	



PI 5: Number of request to dispose of records secured from NAP	A5. Records disposal	Checks the valueless records forwarded from other admin offices	100 documents/ records	100 docs	5	4	4	4.33	
<b>UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICE</b>									
<b>OVPAF MFO 2: Human Resource Management and Development</b>									
<b>ODAS MFO 2: Administrative and Support Services Management</b>									
<b>OHRA MFO 7. Efficient and customer friendly frontline services</b>									
PI 6: Efficient and customer friendly frontline services	A6. Efficient and friendly services	Attends to the needs of clients	Zero complaint from clients served	100% accomplishment	5	5	4	4.67	
	A7. Number of records reference services served per request for filing	Receives/stamps "Received" all request for record/information and its supporting documents	102 requests	848 request for information served and acted on time	5	5	5	5.00	
		Provides frontline services by answering queries, relaying telephone calls to other staff, assisting clients in providing request forms including the process flow in request for records	100% accomplishment	100% accomplishment	5	4	5	4.67	
Total Over-all Rating								37.33	
Average Rating (Total Over-all Rating divided by 4)									
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING				4.67					
ADJECTIVAL RATING				Outstanding					


Comments & Recommendations for Development Purpose:

*Recommends to attend in-house trainings on office frontline services and seminars on records & mail management.*

Evaluated & Rated by:

  
**MARIA ROBERTA S. MIRAFLOR**  
Head, Records and Archives  
Date: 01-12-2022

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
Director for Administrative Services  
Date: 2/9/20

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: 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		53				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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: **ISABELITA V. SEDROME**

Performance Rating: **July-December 2021**

Aim: To improve her skills in dealing with clients as office frontliner.

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: To send her to in-house trainings on how to effectively serve as office frontliner.

\_\_\_\_\_

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

\_\_\_\_\_

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: To send her to seminar on file and mail management

\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Attendance to file and mail management seminar.

Prepared by:

  
**MARIA ROBERTA S. MIRAFIOR**

Unit Head

Conforme:

  
**ISABELITA V. SEDROME**

Name of Ratee Faculty/Staff