



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

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.95</b>

TOTAL NUMERICAL RATING: 4.95

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     

FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: **Outstanding**

Prepared by: 

**MARIA ROBERTA S. MIRAFLORE**  
Name of Staff 

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
Director, Administrative Services

Approved:

  
**DANIEL LESLIE S. TAN**   
Vice President for Administration & Finance





MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2022		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q¹	E²	T³	A⁴	
OHRA GASS1: Administrative and Support Services Management	PI 6: Promptly attends to queries/concerns of clients	Acts on administrative services and financial/administrative documents within time frame	100%	100%	100%	5	5	5	5.00	
		Attends to queries of clients	100% attended	100%	100%	5	5	5	5.00	
		Efficient & customer-friendly frontline service	Zero percent complaints	Zero percent complaints	100%	5	5	5	5.00	
OHRA GASS 2: Computer Management System Development & Maintenance	PI 6: Percentage implementation in monitoring the E-Records Management System	Monitors information uploaded in the e-Records system	100%	100% accomplishment	100%	5	5	5	5.00	
	PI 7: Percentage implementation in the use of Document Tracking System	Monitors and checks documents uploaded in the system for tracking purposes	80%	100%	125%	5	5	4	4.67	
OHRA GASS 3: Involvement in major university committee	PI 8: Percentage of involvement in major committees: Performance Management Team(PMT)	Prepares Notices of Meetings	100%	100%	100%	5	5	5	5.00	
		Prepares Attendance Sheets for Meetings	100%	100%	100%	5	5	5	5.00	
		Prepares Minutes of Meetings	100%	50%	50%	5	5	4	4.67	
		Gather data and attachments for the university accomplishments by Major Final Outputs (MFOs)	100%	100%	100%	5	5	4	4.67	
		Submits accomplishment reports by Major Final Outputs (MFOs) to AO25 Secretariat before deadline	100%	100%	100%	5	5	5	5.00	
		Consolidates list of IPCR with outstanding rating forced ranked and the top 5% employees granted step increment based on merit for submission to PMT members	100%	100%	100%	5	5	4	4.67	
		Attends to meetings and orientations on various university activities (ISO, PMT, SIAC, OSH, VSU Awards other Committee membership)	100%	100%	100%	5	5	5	5.00	
OHRA GASS 4: Innovations and Best Practices	PI 9: Innovations	Creates a Monitoring Sheet to be used by our Utility Messenger to track and monitor the number of documents being released	100%	100%	100%	5	5	5	5.00	Memos, mails, payment slips, referendums and other docs that was delivered to concerned staff/unit
		Uses Google Calendar to set appointments of meetings and submission of reports	90%	100%	111%	5	5	5	5.00	
		Efficiently acts and respond to requests of records thru the e-records database system	100%	100%	100%	5	5	5	5.00	
	PI 10: Best Practices	Conducted an orientation on updates on the process of records inventory and appraisal	100%	100%	100%	5	5	5	5.00	


MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2022		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Total Over-all Rating</b>										
Average Rating (Total Over-all rating divided by # of entries)			4.93							
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.93							
ADJECTIVAL RATING			Outstanding							

**Comments & Recommendations for Development Purpose:**  
*Attend relevant seminars / trainings.*

Evaluated &amp; Rated by:

Recommending Approval:

Approved by:

  
**RYSAN C. GUINOCOR**  
 Director, ODAS

  
**DANIEL LESLIE S. TAN** *July 7/26/22*  
 Chairman, Performance Management Team

  
**DANIEL LESLIE S. TAN** *July 7/26/22*  
 Vice President for Administration & Finance

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

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

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2022

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>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		25				
Average Score		5.0				

Overall recommendation : \_\_\_\_\_

  
**RYSAN C. GUINOCOR**  
 Director, Administrative Services



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA ROBERTA S. MIRAFLOR

Performance Rating: January-June 2022

Aim:

To efficiently assist the Director for Administrative Services in the implementation of the administrative and records keeping 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: July 11, 2022 Target Date: July-Dec., 2022

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.

Date: July 11, 2022 Target Date: July-December 2022


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:

  
**RYSAN C. GUINOCOR**  
Unit Head

Conforme:

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