

### OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

## 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	4.93	70%	3.45
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
		TOTAL NUM	IERICAL RATING	4.95

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any:	4.95
TOTAL NUMERICAL RATING:	
FINAL NUMERICAL RATING	4.95
ADJECTIVAL RATING:	Outstanding

Prepared by:

MARIA ROBERTA S. MIRAFLOR
Name of Staff

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, MARIA ROBERTA S. MIRAFLOR, of the Office of the Director for Administrative Services (ODAS) and 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 January to June, 2022.

Approved:

MARIA ROBERTA S. MIRAFLOR

Ratee

Director Administrative Services

MFO & PAPs Success Indicators		Tasks Assigned	Accomplishment as of June 30, 2022		30, 2022		R	Remarks		
			Target	Actual	ment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: SUPPORT										
	11:2015 aligned documents									
	gned Personnel Records Develor									
OHRA STO1:	PI 1: Percentage implementation	Supervises the staff in the inplementation of	100%	100%	100%	5	5	5	5.00	
Effective Office	of filing and digitizing documents	effective file management	accomplishment	accomplishment						
Management	for uploading to the e-Records									
	system									
ODAS STO2: ISO alig	gned Records and Archives Serv	ices Management								
OHRA STO2:	PI 2: Number of new archival	Gathers new evidences and documents for	2 new display	3 new display	50%	5	5	5	5.00	
Records and Archives	documents gathered and	display at the Archives Center	materials	materials						
Management	displayed									
	PI 3. Percentage implementation	Facilitates Records Office Staff on ISO	100%	100%	100%	5	5	5	5.00	
	of ISO aligned Records and	matters								
	Archives Services	Reviews and endorses requested records	100%	100%	100%	5	5	5	5.00	
		and forms from agency staff and external								
		clients								
		Attends to meetings and orientations on	100%	100%	100%	5	5	5	5.00	
		Records Management							0.00	
		Encodes and monitors agency Records	90%	90%	100%	5	5	4	4.67	
	on the updating of the agency	Disposition Schedule (RDS) for updating						.		
		purposes								
ODAS STO3: FOI alio	ned frontline services	p-sup-seed								
		Prepares and submits FOI reports before	3 FOI reports	3 FOI reports	100%	5	5	5	5.00	Agency
		the deadline			10070				0.00	Inventory,
	accordance with FOI Manual									Registry and Summary
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE								Cultillary		
	in Resource Management and De									
	nistrative and Support Services I									
		and golffolis			· ·					

MFO & PAPs	Success Indicators	Tasks Assigned	30, 2022		as of June Accomplish		R	Remarks		
OUDA CACCA.	DI C. December of the sector	A standard desiriate stirra and desiriate stirra	Target	Actual		Q¹	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	-
OHRA GASS1: Administrative and Support Services	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	
Management		Attends to queries of clients	100% attended	100%	100%	5	5	5	5.00	
		Efficient & customer-friendly frontline	Zero percent	Zero percent	100%	5	5	5	5.00	
		service	complaints	complaints						
OHRA GASS 2: Computer Management System	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	
Development & Maintenance	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:	PI 8: Percentage of involvement	Prepares Notices of Meetings	100%	100%	100%	5	5	5	5.00	
Involvement in major	in major committees:	Prepares Attendance Sheets for Meetings	100%	100%	100%	5	5	5	5.00	
university committee	Performance Management	Prepares Minutes of Meetings	100%	50%	50%	5	5	4	4.67	
	Team(PMT)	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	s Tasks Assigned		Percentage of Accomplishment as of June 30, 2022			Remarks			
			Target	Actual	ment	Q <sup>1</sup>	E <sup>2</sup>	ating T³	A <sup>4</sup>	
<b>Total Over-all Rating</b>									113.33	
Average Rating (Total	Over-all rating divided by # of entrient	es)	4.9	93	Comments &	Reco	mme	ndati	ons for	***************************************
Additional Points:					Development					
Punctuality					_	_			16.	
Approved Additiona	Il points (with copy of approval)				afferd re	lenant	Rum	mars	1 nouma	st.
FINAL RATING			4.93							
ADJECTIVAL RATING	9		Outsta	anding						
Evaluated & Rated by:		Recommending Approval:		Approved by:						
	N C GUINOCOR rector, ODAS	DANIEL LESLIES. TAN (1) 7/2016 Chairman, Performance Management Team	<b>L</b>		DA Vice Preside				ΓΑΝ Љ <i>)</i> on & Fina	
Dat	Date:			1	Date: _			_		



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# 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)		(	Scal	е	
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		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			25			
	Average Score						

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:

Conforme:

MARIA ROBERTA S. MIRAFLOR

Name of Ratee Staff