

I, **MARIA ROBERTA S. MIRAFLORES**, of the **Office of the Director for Finance (ODF)** 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 1 to December 31, 2017.

Recommending Approval: REMBERTO A. PATINDOL
VP for Admin. & Finance

VP for Admin. & Finance

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of Dec. 31, 2017		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
UMFO 5. General Administration and Support Services										
PI 1: Efficient Office Management	A1. Office Related Tasks	Files and consolidates PPMPs under GF, STF, TF, IGP and CF	175	209	119.43	5	4	4	4.33	
		Prepares PPMP for OVPAF under GF and STF	2	2	100.00	5	5	5	5.00	
		Checks and countersigns documents for VPAF action	900	1132	125.78	5	5	5	5.00	
	A2. Report Preparation & Submission	Prepares and updates Annual Procurement Plan (APP) of the university for submission to COA & GPPB	2	2	100.00	5	5	5	5.00	
PI 2. Involvement in major university committee	A1. Bids and Awards Committee Involvement as Secretariat	Prepares Minutes of Meeting	25	39	156.0%	5	4	4	4.33	
		Assists in the preparation of Bidding Documents	39	39	100.0%	5	5	4	4.67	
		Attends to Meetings, Conferences, and Public Biddings	39	39	100.0%	5	5	5	5.00	
	A2. Performance Management Team(PMT) Involvement as Secretariat	Prepares Notices of Meetings	4	4	100.0%	5	5	5	5.00	
		Prepares Attendance Sheets for Meetings	4	4	100.0%	5	5	5	5.00	
		Prepares Minutes of Meetings	4	4	100.0%	5	5	4	4.67	
PI 3. Computer Management System Development & Maintenance	A1. Online Reporting System (URS) submission to DBM	Gather data and attachments for the univesity accomplishments by Major Final Outputs (MFOs)	2	2	100.0%	5	5	5	5.00	
		Submits accomplishment reports by Major Final Outputs (MFOs) to AO Secretariat	2	2	100.0%	5	5	5	5.00	
		Quarterly online submission of Budget Accountability Reports (BAR)	2	2	100.0%	5	5	5	5.00	

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PI 4: Administrative and Support Services Management		Quarterly online submission of Budget Execution Document (BED)	2	2	100.0%	5	5	5	5.00	
		Quarterly online submission of Financial Accountability Reports (FAR)	25	25	100.0%	5	5	5	5.00	
		Monthly online submission of Summary Performance Monitoring Report (SPMR)	6	6	100.0%	5	5	5	5.00	
		Submits generated reports of BEDs, BARs, FARs and SPMRs to the web team for uploading to the Transparency Seal (TS) in the VSU website	35	35	100.0%	5	5	5	5.00	
	No. of laboratory subjects allocated by office/department	Segregated by office/ department per units/no. of students/lab fees	279	279	100.0%	5	5	5	5.00	
	No. of documents/ vouchers prepared for processing	Prepared documents for travel, APPs, PRs, reimbursements, liquidations, OIC letters and finalizes individual and office performance report within deadline	40	61	152.5%	5	5	5	5.00	
	No. of meetings (BAC, PMT, ISO, etc)	Participates on meetings	40	45	112.5%	5	5	5	5.00	
	Promptly attends to queries/concerns of clients	Attends to queries of clients	100% attended	100% attended	100.0%	5	5	5	5.00	
	Total Over-all Rating					105	103	101	103	
	Average Rating (Total Over-all rating divided by # of entries)				4.90	Comments & Recommendations for Development Purpose:				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.90					
ADJECTIVAL RATING					Outstanding					

Received by:

TERESITA L. QUIÑANOLA

Head, PRPEO

Date: _____

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL

VP for Admin. & Finance

Date: _____

Approved:

EDGARDO E. TULIN

President

Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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MARIA ROBERTA S. MIRAFLOR
Rattee

Recommending Approval:

REMBERTO A. PATINDOL
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Date: _____

Approved:

EDGARDO E. TULIN

President

Date: _____

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Approved:



TERESITA L. QUIÑANOLA
Head, PRPEO



REMBERTO A. PATINDOL
VP for Admin. & Finance



EDGARDO E. TULIN
President

Date: _____
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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER, 2017Name of Staff: MARIA ROBERTA S. MIRAFLORPosition: Administrative Officer I

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		24				
Average Score		4.94				

Overall recommendation : _____


REMBERTO A. PATINDOL
 Name of Head

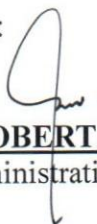
**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**Name of Administrative Staff: **MARIA ROBERTA S. MIRAFLOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	4.90 x 70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	4.94 x 30%	1.48
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: **4.91**
Add: Additional Approved Points, if any: **0.00**
TOTAL NUMERICAL RATING: **4.91**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MARIA ROBERTA S. MIRAFLOR
Administrative Officer I

Reviewed by:


REMBERTO A. PATINDOL
VP for Admin. & Finance

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President