

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

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

Annex P

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

Name of Administrative Staff: ISABELITA V. SEDROME

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.79	70%	3.35
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
		4.75		

TOTAL NUMERICAL RATING:	4.75
Add: Additional Approved Points, if any:	
TOTAL NUMERICAL RATING:	

FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: Outstanding

Prepared by:

ISABELITA V. SEDROME
Name of Staff

Recommending Approval:

LOURDES B. CANO Director, ODAS Reviewed by:

MARIA ROBERTA S. MIRAFLOR
OIC Head, Records & Archives Office

Approved:

REMBERTO A. PATINDOL

Vice President for Administration and

**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 2020.** 

ISABELITA V. SEDROME Ratee Approved:

MARIA ROBERTA S. MIRAFLOR

OIC Head, Records and Archives

MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Target	Actual	Rating				Remarks
		3		Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	<b>T</b> <sup>3</sup>	A <sup>4</sup>		
<b>OVPAF MFO 2: ISO ALIGN</b>										
ODAHRD MFO I: ISO align										
ROAC MFO 1. Number of										
PI 1: Number of leave	A1. Effective files	Receives/stamps	200 documents	300 documents	5	5	5	5.00		
applications, NOSI, NOSA	management	"Received" all		received from other						
filed within the day of		docs/records upon		offices						
receipt		receipt from RSPPRO								
		and other offices								
ROAC MFO 2: Number of	_						-	1.07		
Pl 2: Number of		Assists in retrieval of	185 documents	250 documents	5	5	4	4.67		
records/documents	of documents/	memos/circulations/BO								
authenticated	records	R Resolutions from								
OD 411DD 1450 & 100 AU		office hardbound files								
ODAHRD MFO 2: ISO Alig										
ROAC MFO 3: Number of						,				
PI 3: Number of new	A3. New display	Maintains the	100%	100%	5	5	5	5.00		
archival documents	materials gathered	arrangement of display	accomplishment	accomplishment						
gathered and displayed	and displayed	materials at the								
		Archives Center and								
		updates labelling								
ROAC MFO 5: No. of mess										
PI 4: Number of documents		Facilitates recording of	200 mails	230 mails recorded	5	5	4	4.67		
	services	mails and other docs								
and mails dispatched to		before delivery to Postal								
Post Office within the day		Office/recipients								
of receipt										
	A5. Records	Checks the valueless	60 documents/	200 documents/	5	4	4	4.33		
dispose of records secured	disposal	records forwarded from	records	records						
from NAP		other admin offices								
UMFO 6: GENERAL ADMI										

nd customer friendly	frontline services							
A6. Efficient and	Attends ne needs of	Zero complaint from	100% r	5	5	5	5.00	
friendly services	clients	clients served	complaint from				1.	
			clients served					
A7. Number of	Receives/stamps	175 requests/forms	205 requests/forms	5	5	5	5.00	
records reference	"Received" in all							
services served per	request for							
request for filing	records/information and							
	its supporting							
	documents							
	Assists/guides clients in	100%	100%	5	4	5	4.67	
	providing request forms	accomplishment	accomplishment					
	including the process							
	flow in request for							
	records							
							38.33	
er-all Rating divided by	4)	4.79	Comments & Reco	mmen	dations	s for D	evelopm	nent Purpose:
			] Commons a reco	,,,,,,,	addone	, 101 D	Ovolopii	Torre a pood.
			To other to in-	house	traine	-	m office	
ts (with copy of approv	al)				1,0012	In a	) ((	
			Trontline service	e.				
		OUTSTANDING						
	Recommending Approve	al· /		Approx	ved by			
Evaluated & Rated by:		Recommending Approval.		, pp. or on by				
Dr. I		a.		The same of the sa				<b>&gt;</b>
MARIA ROBERTA S. MIRAFLOR		LOURDES B. CANO		REMBERTO A. PATINDOL				PATINDOL
OIC Head, Records and Archives		_	Vice President for Administration &			istration & Finance		
	Date:		Date:					
t	A6. Efficient and friendly services  A7. Number of records reference services served per request for filing  er-all Rating divided by ts (with copy of approv	A7. Number of records reference services served per request for filing request for records/information and its supporting documents  Assists/guides clients in providing request forms including the process flow in request for records  er-all Rating divided by 4)  Recommending Approval  Recommending Approval  AFLOR Chives  Clients  Receives/stamps  "Receives/stamps  "Rece	A6. Efficient and friendly services  A7. Number of records reference services served per request for filing  Assists/guides clients in providing request for records flow in request for records  Assists/guides clients in providing request for records flow in request for records  Assists/guides clients in providing the process flow in request for records  Are-all Rating divided by 4)  A79  AFLOR Chives  Attends  Attends  Attends  Altends  Altends  Altends  Receives/stamps  "Receives/stamps  "Receives/stamps  "Receives/in all  request for records/information and its supporting documents  Assists/guides clients in providing request forms including the process flow in request for records  Assists/guides clients in providing request for records  Assists/guides clients in provided records	Aftends the needs of clients he needs of clients he needs of clients he needs of clients served hereords reference services served per request for filing request for records/information and its supporting documents  Assists/guides clients in providing request forms including the process flow in request for records  Ber-all Rating divided by 4)  AFLOR  Chives  Attends he needs of clients served complaint from clients served	A6. Efficient and friendly services  A7. Number of clients  Receives/stamps "Received" in all request for records/information and its supporting documents  Assists/guides clients in providing request for records flow in request for records  Brail Rating divided by 4)  A7. Number of records/information and its supporting documents  Assists/guides clients in providing request forms including the process flow in request for records  Brail Rating divided by 4)  A7. Number of receives/istamps "Receives/stamps "Receives/stamps "Receives/stamps "Receives/stamps "Receives/stamps "Receives/stamps "Receives/stamps "Receives/stamps "Receives/in all requests/forms  175 requests/forms  100% r lid complaint from clients served  205 requests/forms  5  Accomplishment accomplishment  To Alex for in - News Front like Service  Appro  AFLOR Chives  Director for Human Resource Management & Administrative Services	A6. Efficient and friendly services  A7. Number of clients  A7. Number of records reference services served per request for filing  A8. Efficient and friendly services  A7. Number of records reference services served per request for filing  A8. Efficient and friendly services  A8. Efficient and friendly services  A7. Number of records reference services served per request for records/information and its supporting documents  A8. Efficient and friendly services  A8. Service forms clients served complaint from clients served and serv	A6. Efficient and friendly services  A7. Number of records reference served per request for filling  A8. Efficient and friendly services  A7. Number of records reference served per request for filling  A8. Efficient and friendly services  A7. Number of records reference served per request for filling  A8. Efficient and friendly services  A8. Efficient and friendly services  A8. Elong Lourdes of clients  A8. Endow and the needs of clients served  A8. Efficient and friendly services  A8. Efficient and friendly service and clients served complaint from clients served  A9. 5  5  5  5  5  5  5  5  5  5  5  5  5	A6. Efficient and friendly services  A7. Number of records reference services served per request for filing  A7. Number of records reference services served per request for filing  A8. Efficient and friendly services  A7. Number of records reference services served per request for records/information and its supporting documents  Assists/guides clients in providing request forms including the process flow in request for records  A7. Number of records in all request forms including the process flow in request forms including the process flow in request for records  A7. Number of records/information and its supporting documents  A8. Efficient and friendling in all requests/forms  A8. Efficient and friendling in all requests/forms  A8. The first served complaint from clients served  A8. E8. E8. E8. E8. E8. E8. E8. E8. E8. E

1 - Quality

2 - Efficiency

2 - Timeliness

4 - Average



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## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

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	
The performance almost always exceeds the job requirement delivers outputs which always results to best practice of the 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. C	Commitment (both for subordinates and supervisors)		S	cale	Э	
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					

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						
	Average Score			4.67	,		

Overall recommendation	:	

MARIA ROBERTA S. MIRAFLOR
OIC Head, Records and Archives Office

# EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ISABELITA V. SEDROME
Performance Rating: July 1 to December 31, 2020

Aim: <u>To im</u>	prove her skills in dealing with clients as office frontliner.
Proposed Inte	erventions to Improve Performance:
Date:	Target Date:
	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:
Final Step/Re	ecommendation:
	Acts as office frontliner, in-charge in receiving and releasing of documents.
	Prepared by:

MARIA ROBERTA S. MIRAFLOR Unit Head

Conforme:

ISABELITA V. SEDROME Name of Ratee Faculty/Staff