



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
TOTAL NUMERICAL RATING			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:

Reviewed by:


ISABELITA V. SEDROME

Name of Staff


MARIA ROBERTA S. MIRAFLOR

OIC Head, Records & Archives Office

Recommending Approval:

Approved:


LOURDES B. CANO

Director, ODAS

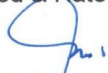

REMBERTO A. PATINDOL

Vice President for Administration and
Finance

ROAC MFO 7. Efficient and customer friendly frontline services

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% no valid complaint from clients served	5	5	5	5.00	
	A7. Number of records reference services served per request for filing	Receives/stamps "Received" in all request for records/information and its supporting documents	175 requests/forms	205 requests/forms	5	5	5	5.00	
		Assists/guides 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								38.33	
Average Rating (Total Over-all Rating divided by 4)			4.79	Comments & Recommendations for Development Purpose: <i>To attend to in-house training on office frontline service.</i>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.79						
ADJECTIVAL RATING			OUTSTANDING						


Evaluated & Rated by:



MARIA ROBERTA S. MIRAFLOR
OIC Head, Records and Archives

Date: _____

Recommending Approval:



LOURDES B. CANO
Director for Human Resource Management &
Administrative Services

Date: _____

Approved by:



REMBERTO A. PATINDOL
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 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
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						

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: 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: _____

Outcome: _____

Final Step/Recommendation:

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