



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **GRACIANA M. ESPINOSA**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: Outstanding


Prepared by:


GRACIANA M. ESPINOSA
Name of Staff

Reviewed by:


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

Recommending Approval:

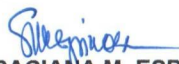

LOURDES B. CANO
Director, ODAS

Approved:


REMBERTO A. PATINDOL
Vice President for Administration and
Finance

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Graciana M. Espinosa** 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**.


GRACIANA M. ESPINOSA
Ratee

Approved:


MARIA ROBERTA S. MIRAFIOR
OIC Head, Records and Archives

MFOs & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OVPAP MFO 2: ISO ALIGNED MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES									
ODAHRD MFO 1: ISO aligned Personnel Records Development & Management Services									
ROAC MFO 1. Number of implementation of leave benefits, compensation & other employee benefits									
PI 1: Number of leave applications, NOSI, NOSA filed within the day of receipt	A1. Systematic filing of documents/ records	Files communications, contracts and 201 files of academic staff (teaching, non-teaching) to its respective folders including NOSI, NOSA and leave application	4,000 document	6,093 documents	5	5	5	5.00	
		Updates 201 files of academic staff based on the new CSC checklist	250 files	300 files	5	5	4	4.67	
		Uploads/migrates academic 201 files to e-records systems	1,000 files	2,500 files	5	5	5	5.00	
ROAC MFO 2: Number of certifications and service records issued and documents authenticated									
PI 2: Number of records/documents authenticated	A3. Authentications of docs./records	Retrieves/reproduces records/docs per approved request for records filed	450 document/records	950 documents	5	5	5	5.00	
ODAHRD MFO 2: ISO Aligned Records and Archives Management									
ROAC MFO 5: Number of messengerial services provided and approved disposal of records secured									
PI 3: Number of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A3. Mailing services	Receives/sorts/ encodes mails including students grades per semester, checked signatures, affixed required stamps and arranged alphabetically for easy retrieval	300 mails	400 mails	5	5	4	4.67	Decreased due to no more production of Obelisk and Student grades
PI 4. Percentage requests to dispose of records secured from NAP	A4. Records disposal	Encodes/reviews list of valueless records based on records inventory conducted	90% accomplishment	100% accomplishment	5	5	4	4.67	

ODARHD 5. FOI aligned compliance and reporting requirements									
ROAC MFO 6: Percentage and compliance of reporting requirements in accordance with FOI Manual									
PI 5: Number of required reports prepared and submitted	A5. Reports preparation	Assist in encoding quarterly reports per FOI Registry	3 reports/quarter	8 reports prepared & submitted/quarter	5	5	4	4.67	
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICE									
OVPAP MFO 2: Human Resource Management and Development									
ODARHD MFO 2: Administrative and Support Services Management									
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	Zero complaint	5	5	5	5.00	
	A7. Reports/ vouchers preparation	Prepares vouchers for purchase/replenishment of stamps, etc.	6 vouchers	13 vouchers	5	5	5	5.00	
		Acts as Office Deputy Document and Record Controller (dDRC)	100% accomplishment	100% accomplishment	5	5	5	5.00	
ODARHD MFO 7. PRIME-HRM compliant Recruitment, Selection and Placement									
ROAC MFO 10: Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC									
PI 7: Number of original appointments forwarded/received by faculty and staff concerned and another copy filed in their respective 201 files.	A8. Filing services	Facilitates sending of original copies of appointments to faculty concerned with instruction that the 2nd copy shall be signed by the concerned	100 copies	360 copies	5	5	5	5.00	
Total Over-all Rating								48.67	
Average Rating (Total Over-all Rating divided by 4)			4.87		<div style="border: 1px solid black; padding: 5px;"> Comments & Recommendations for Development Purpose: To attend trainings on updates of records management & disposing of records </div>				
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.87						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:

MARIA ROBERTA S. MIRAFLORES
OIC Head, Records and Archives
Date: _____

Recommending Approval:

LOURDES B. CANO
Director, Human Resource Management
and 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: **GRACIANA M/ ESPINOSA**

Position: **ADMINISTRATIVE AIDE VI**


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		4.75				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GRACIANA M. ESPINOSA**

Performance Rating: **July 1 to December 31, 2020**

Aim: To improve her knowledge on electronics records management

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To send her to trainings on electronics records management and archiving of documents.

Result: Not being able to attend some of the related trainings due to pandemic.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Attendance to trainings on electronics records management and archiving of documents.

Prepared by:



MARIA ROBERTA S. MIRAFLOR

Unit Head

Conforme:



GRACIANA M. ESPINOSA

Name of Ratee Faculty/Staff