VISAYAS STATE UNIVERSITY

OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION
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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 NUMERICAL RATING		4.95

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

FINAL NUMERICAL RATING **4.93**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

MARIA ROBERTA S. MIRAFLOR
Name of Staff

Recommending Approval:

RYSAN C. GUINOCOR
OIC Director, Administrative Services

Approved:

DANIEL LESLIE S. TAN
Vice President for Administration & Finance

ANNEX B

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 July to December 31, 2021.

Approved:

MARIA ROBERTA S. MIRAFLOR
Ratee

RYSAN C. GUINOCOR
Immediate Supervisor

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of Dec. 31, 2021		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q[1]	E[2]	T[3]	A[4]	
UMFO 5: SUPPORT TO OPERATIONS										
VPAF STO1: ISO 9001:2015 aligned documents										
ODAS STO1: ISO aligned Personnel Records Development & Management Services										
OHRA STO1: Effective Office Management	PI 1: Percentage implementation of filing and digitizing documents for uploading to the e-Records system	Supervises the staff in the inplementation of effective file management	100% accomplishment	100% accomplishment	100%	5	5	5	5.00	
ODAS STO2: ISO aligned Records and Archives Services Management										
OHRA STO2: Records and Archives Management	PI 2: Number of new archival documents gathered and displayed	Gathers new evidences and documents for display at the Archives Center	2 new display materials	1 new display material	50%	5	5	4	4.67	
	PI 3. Percentage implementation of ISO aligned Records and Archives Services	Facilitates Records Office Staff on ISO matters	100%	100%	100%	5	5	5	5.00	
		Reviews and endorses requested records and forms from agency staff and external clients	100%	100%	100%	5	5	5	5.00	
		Attends to meetings and orientations on Records Management	100%	100%	100%	5	5	5	5.00	
	PI 4: Percentage implementation on the updating of the agency RDS	Encodes and monitors agency Records Disposition Schedule (RDS) for updating purposes	90%	90%	100%	5	5	4	4.67	
ODAS STO3: FOI aligned frontline services										
OHRA STO3: FOI aligned frontline services	PI 5: Percentage and compliance of reporting requirements in accordance with FOI Manual	Prepares and submits FOI reports before the deadline	3 FOI reports	3 FOI reports	100%	5	5	5	5.00	Agency Inventory, Registry and Summary
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE										
VPAF GASS 1: Human Resource Management and Development										
ODAS GASS 1. Administrative and Support Services Management										

ANNEX B

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of Dec. 31, 2021		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q[1]	E[2]	T[3]	A[4]	
OHRA GASS1: Administrative and Support Services Management	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	
		Attends to queries of clients	100% attended	100%	100%	5	5	5	5.00	
		Efficient & customer-friendly frontline service	Zero percent complaints	Zero percent complaints	100%	5	5	5	5.00	
OHRA GASS 2: Computer Management System Development & Maintenance	PI 6: Percentage implementation in monitoring the Electronic Records Management System (e-Records)	Monitors information uploaded in the e-Records system	100%	100% accomplishment	100%	5	5	5	5.00	
	PI 7: Percentage implementation in the use of Document Tracking System	Monitors and checks documents uploaded in the system for tracking purposes	80%	80%	100%	5	5	4	4.67	
OHRA GASS 3: Involvement in major university committee	PI 8: Percentage of involvement in major committees: Performance Management Team(PMT)	Prepares Notices of Meetings	100%	100%	100%	5	5	5	5.00	
		Prepares Attendance Sheets for Meetings	100%	100%	100%	5	5	5	5.00	
		Prepares Minutes of Meetings	100%	50%	50%	5	5	4	4.67	
		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	5	5.00	
	PI 9: Performance in the Office Related Tasks (OVPAF)	Prepares documents for RATA, Honoraria, reimbursements, liquidations, OIC letters, justifications and purchase requests	100%	100%	100%	5	5	5	5.00	
		Prepares official communications, drafts memoranda and circulars	100%	100%	100%	5	5	5	5.00	
		Promptly attends to queries/concerns of clients/end-users personally and over the phone	100%	100%	100%	5	5	5	5.00	
		Attends to meetings and orientations on various university activities (ISO, PMT, SIAC , VSU Awards, Safety and Health other Committee membership)	100%	100%	100%	5	5	5	5.00	

ANNEX B

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of Dec. 31, 2021		Percent Accomplishment	Rating				Remarks
			Target	Actual		Q[1]	E[2]	T[3]	A[4]	
OHRA GASS 4: Innovations and Best Practices	PI 10: Innovations	Created a Monitoring Sheet to be used by our Utility Messenger to track and monitor the number of documents like the OP Memos, mails, payment slips, referendums and other pertinent documents that was delivered to concerned staff/unit per date of transaction	100%	100%	100%	5	5	5	5.00	
		Efficiently acts and monitors requested personal information using the e-records database system	100%	100%	100%	5	5	5	5.00	
	PI 11: Best Practices	Resource Person during the VSU's Implementation Process on FOI (Freedom of Information)	100%	100%	100%	5	5	5	5.00	Benchmarking Activity last Nov. 24, 2021 with BIPSU University Officials
Total Over-all Rating									**123.33**	
Average Rating (Total Over-all rating divided by # of entries)			**4.93**		**Comments & Recommendations for Development Purpose:**					
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			**4.93**							
ADJECTIVAL RATING			**Outstanding**							

Evaluated & Rated by:

RYSAN C. GUINOCOR
OIC Director, ODAS

Date: 2/9/22

Recommending Approval:

DANIEL LESLIE S. TAN
Chairman, Performance Management Team

Date: 2/10/22

Approved by:

DANIEL LESLIE S. TAN
Vice President for Administation & Finance

Date: 2/10/22

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021
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*)		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	25				
Average Score	5.0				

Overall recommendation : _____

RYSAN C. GUINOCOR
Director for Administrative Services

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIA ROBERTA S. MIRAFLOR**
Performance Rating: **July-December 2021**

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: _____ Target Date: _____

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: _____ Target Date: January-June 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:

RYSAN C. GUINOCOR
Unit Head

Conforme:

MARIA ROBERTA S. MIRAFLOR
Name of Ratee Staff