

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ASTERIA A. SEVILLA

| Particulars<br>(1)   | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|--|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR   | 4.7                     | 70%                      | 3.29                                    |
| 2. Supervisor/Head's assessment of his<br>contribution towards attainment of<br>office accomplishments | 4.88                    | 30%                      | 1.46                                    |
| TOTAL NUMERICAL RATING   |                         |                          | 4.75                                    |

TOTAL NUMERICAL RATING: 4.75Add: Additional Approved Points, if any:           TOTAL NUMERICAL RATING: 4.75ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:

  
**ASTERIA A. SEVILLA**  
 Name of Staff

  
**LOURDES B. CANO**  
 Department/Office Head

Recommending Approval:

  
**LOURDES B. CANO**  
 Director, ODAHRD

Approved:

  
**REMBERTO A. PATINDOL**  
 Vice President for Admin. & Finance

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Asteria A. Sevilla** of the **Records Office & Archives Center** (ROAC) 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 2018**.

*A. Sevilla*  
**ASTERIA A. SEVILLA**  
OIC, Records Office & Archives Center

**Approved:**

**LOURDES B. CANO**  
Director, ODAHRD

| MFOs & PAPs   | Success Indicators   | Tasks Assigned  | Target                             | Actual<br>Accomplishment                                   | Rating         |                |                |                | Remarks |
|---|--|---|------------------------------------|--|----------------|----------------|----------------|----------------|---------|
|   |  |   |                                    |  | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| <b>OVPAP MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT</b>   |  |   |                                    |  |                |                |                |                |         |
| <b>ODAHRD MFO I: Administrative and Support Services Management</b>   |  |   |                                    |  |                |                |                |                |         |
| <b>ROAC MFO 1. Efficient office and files management</b>  |  |   |                                    |  |                |                |                |                |         |
| PI 1: Efficient and customer friendly frontline services  | A1. Satisfied clients thru efficient and effective service | Attends to the needs of clients   | Zero complaint from clients served | No valid complaint   | 5              | 5              | 5              | 5              |         |
| PI 2: No. of records and other documents systematically filed a day after receipt                               | A2. Effective files management                             | Supervises/checks filing system from time to time   | 100% accomplishment                | 100% accomplished  | 5              | 5              | 4              | 4.66           |         |
| PI 3: No. of records reference services served per Request for Records  | A3. Renders records reference services                     | Verifies/acts on Requests for Records filed per Citizen's Charter   | 100% accomplishment                | 100% accomplished  | 5              | 5              | 5              | 5              |         |
| PI 4: No. of attendance monitoring in different admin. offices/units daily including University-wide activities | A4. Attendance monitoring                                  | Supervises the staff assigned in attendance monitoring and reports non-compliance in the use of logbook         | 100% accomplishment                | 100% accomplished  | 5              | 5              | 5              | 5              |         |
| <b>ROAC MFO 2: No. of messengerial services provided</b>  |  |   |                                    |  |                |                |                |                |         |
| PI5: No. of docs. delivered to different units and mails dispatched to Post Office w/in the day of receipt      | A5. Efficient messengerial services                        | Sees to it the all memos, circulars and other issuances including mails are delivered within the day of receipt | 100% accomplishment                | 100% accomplished/urgent issuances were sent thru intranet | 5              | 5              | 4              | 4.66           |         |
| <b>ROAC MFO 3: No. of approved disposal of records secured</b>  |  |   |                                    |  |                |                |                |                |         |

|   |  |   |   |  |   |   |   |      |  |
|---|--|---|---|--|---|---|---|------|--|
| PI 6: No. of approved Request to Dispose of Records secured from the National Archives of the Phil. (NAP)                                     | A6. No. of approved disposal of records secured                              | Reviews/finalizes records listed in the "Request for Authority to Dispose of Records" for signature of the University President and submits to NAP for approval | 1 approval  | (first half only)  |   |   |   | 0    |  |
| <b>ROAC MFO 4: No. of personnel directly supervised</b>   |  |   |   |  |   |   |   |      |  |
| PI 7: No. of personnel directly supervised  | A7. Provides direction/supervision of staff                                  | Supervises/coaches staff on their assigned tasks  | 100% accomplishment   | 100% accomplishment  | 5 | 5 | 4 | 4.66 |  |
| <b>ROAC MFO 5: No. of linkages with external agencies maintained</b>  |  |   |   |  |   |   |   |      |  |
| PI 8: Linkages with government agencies maintained  | A8. Maintains linkages with other government agencies                        | Entertains/maintains linkage with other government agencies   | NAP, Postal Office of Baybay & VSU, COA   | NAP, Postal Office of Baybay & VSU, COA  | 5 | 5 | 5 | 5    |  |
| <b>ROAC MFO 6: No. of adhoc committee assignments performed</b>   |  |   |   |  |   |   |   |      |  |
| PI 9: Membership in committees performed  | A9. Committee assignments performed  | Acts as secretary of fact-finding/formal investigation committees, transcribes proceedings/ prepares draft reports  | 100% accomplishment   | 100% accomplishment  | 5 | 5 | 4 | 4.66 | 4 Investigation Comm.<br>(1) SH Case (2) Consolidation Comm.<br>(3) Fact-Finding Comm.(4) Formal Investigation Comm. |
| <b>ODAHRD MFO 2: Compliance of existing HRM practices to PRIME-HRM Standards - Level 2 Maturity Status</b>                                    |  |   |   |  |   |   |   |      |  |
| <b>ROAC MFO 7. Percentage implementation of learning and development policies for faculty and staff facilitated and monitored</b>             |  |   |   |  |   |   |   |      |  |
| PI 10: Percentage of requests for scholarships/attendance to trainings screened based on policies   | A10. Personnel development requests facilitated                              | Facilitates screening of requests/recommendations for scholarships/attendance to trainings by the Admin. Scholarship Committee                                  | 95% of requests for scholarships/attendance to trainings screened by the VSU Admin. Scholarship Committee | 95% of requests acted by the VSU Admin. Scholarship Committee  | 5 | 5 | 5 | 5    | 5% are direct orders to attend from the Office of the President  |
|   | A11. Function as secretary of the VSU Admin. Scholarship Committee performed | Schedules meetings and prepares minutes of meetings/ excerpts to support the action/ recommendation of the committee as approved by the University President    | 50 requests, 6 meetings 6 minutes, 50 excerpts 15 referendum/ endorsements prepared                       | 123 requests, 12 notices of meetings, 12 minutes of meetings, 123 excerpts, 15 referendum, 15 endorsements | 5 | 5 | 5 | 5    |  |
| <b>ROAC MFO 8. Percentage of nominees to CSC Honors &amp; Awards Program assisted and nomination write up submitted on or before deadline</b> |  |   |   |  |   |   |   |      |  |
| PI 12: HAP nominations screened/ evaluated and recommended  | A12. HAP nominations submitted to CSC  | Schedules meetings/prepares minutes, excerpts and other documents to support the nomination   | 100% accomplishment   | (first half only)  |   |   |   | 0    |  |

|  |   |  |                         |  |   |   |   |   |  |  |
|--|---|--|-------------------------|--|---|---|---|---|--|--|
| <b>ODAHRD MFO 3. Compliance of existing office HRM practices compliant to 9001:2015 Standards</b>                    |   |  |                         |  |   |   |   |   |  |  |
| <b>ROAC MFO 9: Percentage of existing work instructions revised, finalized and fully implemented</b>                 |   |  |                         |  |   |   |   |   |  |  |
| PI 13: Percentage of Work Instructions revised, finalized and implemented.   | A13. Percentage of Work Instructions revised                        | Revises/finalizes Work Instruction   | 100% accomplishment     | 100% Work Instruction/ Quality Procedures revised/finalized                      | 4 | 4 | 4 | 4 |  |  |
| <b>ROAC MFO 10: Percentage compliance to 5S on office and documentation management</b>                               |   |  |                         |  |   |   |   |   |  |  |
| PI 14: Percentage of 5S compliant  | A14. 5S requirement complied  | Implements the 5S requirement ready for audit  | 95% compliance          | 95% compliant  | 4 | 4 | 4 | 4 |  |  |
| <b>ODAHRD MFO 5. Efficient database/records management compliant to ISO standards</b>                                |   |  |                         |  |   |   |   |   |  |  |
| <b>ROAC MFO 11: Number of computer based HR records management system maintained and updated</b>                     |   |  |                         |  |   |   |   |   |  |  |
| PI 15: No. of computer based HR system maintained and percentage of records uploaded/updated                         | A15. Permanent records uploaded                                     | Supervises the JO staff incharge of maintaining/ uploading permanent records in the database                                     | 100% accomplishment     | 100% accomplished  | 5 | 5 | 5 | 5 | BOR Resolutions afrom 2000-2017 completely uploaded in the database including 2017 IPCR of faculty and staff |  |
| <b>ODAHRD MFO 6. Innovations and New Best Pratices Development Services</b>  |   |  |                         |  |   |   |   |   |  |  |
| <b>ROAC MFO 12. No. of new HR systems/best practices/ innovations introduced and implemented</b>                     |   |  |                         |  |   |   |   |   |  |  |
| PI 16: No. of new HR systems endorsed to higher bodies   | A16. No. of HR systems endorsed/best practice introduced            | Facilitates deliberation of new HR system and endorsement to higher body   | 100% accomplishment     | 100% accomplished  | 4 | 4 | 4 | 4 | 1 HR system (Mentoring of Admin staff)   |  |
| <b>ROAC MFO 13. Number of operations manual per office prepared</b>  |   |  |                         |  |   |   |   |   |  |  |
| PI 17: No. of office manual prepared   | A17. Simplified manual on Records Management prepared and submitted | Prepares/submitts drafts manual for review and correction  | 100% accomplishment     | Records operations manual submitted for review                                   | 4 | 4 | 4 | 4 |  |  |
| <b>ROAC MFO 14: No. of new accreditation/ archival documents gathered and displayed at Archives Center</b>           |   |  |                         |  |   |   |   |   |  |  |
| PI 18: Accreditation and Archives Center maintained/updated  | A18. New display materials gathered and displayed                   | Gathers new evidences/ documents for display at the Accreditation /Archives Centers  | 8 new display materials | 4 new display at CSC Accreditation Center and 4 at the Archives Center           | 5 | 5 | 5 | 5 | R&R, HRRM & Other HR Records, VSU Strat Plan 2017-2027, CSC MC series 2017                                   |  |
| <b>ROAC MFO 15: Percentage updating of HR evidences based latest indicators displayed at HR Accreditation Center</b> |   |  |                         |  |   |   |   |   |  |  |
| PI 19: Evidences under R&R gathered, bookbound and displayed at HR accreditation center                              | A19. Percentage of evidences under R&R bookbound and displayed      | Facilitates gathering/updating of R&R evidences and displays bookbound copy with another copy for submission to CSC Field Office | 100% accomplishment     | 100% accomplished including gathering docs/ evidence for HRRM & Other HR Records | 5 | 5 | 5 | 5 |  |  |
| <b>ROAC MFO 16: Percentage passing to PRIME-HRM level maturity status</b>  |   |  |                         |  |   |   |   |   |  |  |

|   |  |   |                     |   |   |   |   |       |  |
|---|--|---|---------------------|---|---|---|---|-------|--|
| PI 20. All evidences for CSC PRIME-HRM ready for actual onsite assessment | A20. Percentage evidences prepared and displayed | Checks that assigned docs. for display at the CSC Accreditation Center are all ready for assessment | 100% accomplishment | 100% accomplished   | 5 | 5 | 5 | 5     |  |
| Total Over-all Rating   |  |   |                     |   |   |   |   | 84.66 |  |
| Average Rating (Total Over-all Rating divided by 4)                       |  |   | 4.7                 | Comments & Recommendations for Development Purpose:<br><i>Needs to mentor the younger staff who have the potential to take her place.</i> |   |   |   |       |  |
| Additional Points:  |  |   |                     |   |   |   |   |       |  |
| Punctuality   |  |   |                     |   |   |   |   |       |  |
| Approved additional points (with copy of approval)                        |  |   |                     |   |   |   |   |       |  |
| FINAL RATING  |  |   | 4.7                 |   |   |   |   |       |  |
| ADJECTIVAL RATING   |  |   | 0                   |   |   |   |   |       |  |

Evaluated & Rated by:

  
**LOURDES B. CANO**  
Unit Head


Date: \_\_\_\_\_

Recommending Approval:

  
**LOURDES B. CANO**  
Director

Date: \_\_\_\_\_

Approved by:

  
**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance

Date: \_\_\_\_\_

1 - Quality    2 - Efficiency    2 - Timeliness    4 - Average

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018

Name of Staff: ASTERIA A. SEVILLA

Position: Admin. Officer III

**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 <i>(both for subordinates and supervisors)</i>  |     | 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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>   | 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   | 4.88  |     |   |   |   |

Overall recommendation : \_\_\_\_\_

  
**LOURDES B. CANO**  
 Director, ODAHRD

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ASTERIA A. SEVILLA**

Performance Rating: July-December 2018

Aim: Strengthen competency as Records Document  
Controller (RDC)

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 2018

First Step: awareness  
Attend trainings on ISO 9001:2015

Result: Improved competency as RDC

Date: November 2018  
January 2019 Target Date: December 2018

Next Step: Attend risk assessment seminar

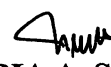
Outcome: None as the training was postponed in 2019

Final Step/Recommendation:

Prepared by:

  
**LOURDES B. CANO**  
Office Head

Conforme:

  
**ASTERIA A. SEVILLA**  
Name of Ratee