

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MARIA ROBERTA S. MIRAFLOR

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	4.88 x 70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.50
TOTAL NUMERICAL RATING			4.92

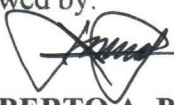
TOTAL NUMERICAL RATING: 4.92
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.94

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


MARIA ROBERTA S. MIRAFLOR
Administrative Officer II 2-11-20

Reviewed by:


REMBERTO A. PATINDOL
VP for Administration & Finance 2-11-20

Approved:


REMBERTO A. PATINDOL
Chairman, PMT 2-11-20

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ROBERTA S. MIRAFLORES**, of the **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, 2019.

MARIA ROBERTA S. MIRAFLORES

Ratee

Recommending Approval:

REMBERTO A. PATINDOL

VP for Admin. & Finance

2-10-20

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2019		Percent Accomplishme nt	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
UMFO 5. General Administration and Support Services										
PI 1: Efficient Office Management	A1. Office Related Tasks	Prepares documents for travel, reimbursements, liquidations, OIC letters and purchase requests	100%	100%	100.0%	5	5	5	5.00	
		Prepares and finalizes individual and office performance report within deadline	100%	100%	100.0%	5	4	5	4.67	
		Prepares official communications, drafts memoranda and circulars issued by OVPAF	100%	100%	100.0%	5	5	4	4.67	
		Promptly attends to queries/concerns of clients/end-users personally and over the phone	100%	100%	100.0%	5	5	5	5.00	
		Attends to meetings and orientations on various university activities (LSU-ADPA Comelec, ISO, PMT and other Committee membership)	100%	100%	100.0%	5	5	5	5.00	
PI 2. Involvement in major university committee	A2. Performance Management Team(PMT) Involvement as Secretariat	Prepares Notices of Meetings	3	3	100.0%	5	5	5	5.00	
		Prepares Attendance Sheets for Meetings	3	3	100.0%	5	5	5	5.00	
		Prepares Minutes of Meetings	3	3	100.0%	5	4	4	4.33	
		Gather data and attachments for the univesity accomplishments by Major Final Outputs (MFOs)	100%	100%	100.0%	5	5	4	4.67	
		Submits accomplishment reports by Major Final Outputs (MFOs) to AO Secretariat	100%	100%	100.0%	5	5	4	4.67	
		Consolidates list of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit for submission to PMT members	100%	100%	100.0%	5	5	4	4.67	

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2019		Percent Accomplishme nt	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	
PI 3. Computer Management System Development & Maintenance	A1. Online Reporting System (URS) submission to DBM	Consolidates STF Reports(FAR2/2A) of Main and External Campuses for URS submission	10	10	100.0%	5	5	4	4.67	
		Quarterly online submission of Budget Accountability Reports (BAR)	2	2	100.0%	5	5	5	5.00	
		Quarterly online submission of Budget Execution Document (BED)	2	3	150.0%	5	5	5	5.00	
		Quarterly online submission of Financial Accountability Reports (FAR)	26	30	115.4%	5	5	5	5.00	
		Monthly online submission of Summary Performance Monitoring Report (SPMR)	6	6	100.0%	5	5	5	5.00	
		Submits generated reports of BEDs, BARs, FARs and SPMRs to the web team for uploading to the Transparency Seal (TS) in the VSU website	34	34	100.0%	5	5	5	5.00	
		Consolidates quarterly reports of the Main and external campuses before encoding in the URS (Unified Reporting System) online system of DBM	100%	100%	100.0%	5	5	5	5.00	
PI 4: Administrative and Support Services Management	Officer In-Charge at Records Office (November-December)	Facilitates Records Office staff on ISO matters	100%	100%	100.0%	5	4	5	4.67	
		Reviewed and endorsed requested records and forms from agency staff and external clients	100%	100%	100.0%	5	5	5	5.00	
		Attends to meetings and orientations on Records Management	100%	100%	100.0%	5	5	5	5.00	
		Encodes all the Records Disposition Schedule (RDS) for updating purposes	100%	100%	100.0%	5	5	5	5.00	
	Promptly attends to queries/concerns of clients	Attends to queries of clients	100% attended	100% attended	100.0%	5	5	5	5.00	
		Efficient & customer-friendly frontline service	Zero percent complaints from clients served	Zero percent complaints	100.0%	5	5	5	5.00	
	Total Over-all Rating						120	117	114	117.00
Average Rating (Total Over-all rating divided by # of entries)					4.88	Comments & Recommendations for Development Purpose: <i>Attend Trainings on FOI, Data Privacy, Records management</i>				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.88					
ADJECTIVAL RATING					Outstanding					

MFO & PAPs	Success Indicators	Tasks Assigned	Percentage of Accomplishment as of June 30, 2019		Percent Accomplishme nt	Rating				Remarks
			Target	Actual		Q ¹	E ²	T ³	A ⁴	

Evaluated & Rated by:


REMBERTO A. PATINDOL
 VP for Admin. & Finance

Date: 2-10-20

Recommending Approval:


REMBERTO A. PATINDOL
 Vice President for Admin. & Finance

Date: 2-10-20

Approved by


EDGARDO E. TULIN
 President

Date: 2-11-20

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIA ROBERTA S. MIRAFLOR**
Performance Rating: **July 1 to December 31, 2019**

Signature: 

Aim: To efficiently assist the Vice President in the implementation of the administrative and budgeting program of the university.

To maximize the productivity potential and efficient delivery of administrative services and provide accurate and relevant service to cater the needs of the clientele with utmost satisfaction.

To enhance her knowledge on new policies on procurement process and performance target setting in the university.

Proposed Interventions to Improve Performance:

Date: July 1, 2019

Target Date: September, 2019

First Step:

Recommend to attend the Introduction to Cyber Security Seminar at DICT in partnership with CISCO.

Result:

Attended the Introduction to Cyber Security Seminar last September 2-3, 2019 and Cybersecurity Essentials Seminar at DICT last October 1-4, 2019

Outcome:

Applied the lessons learned from the trainings/seminars attended.

Final Step/Recommendation:

Recommend to attend training to be conducted by DICT and PCOO which is related to records and office security.

Prepared by:


REMBERTO A. PATINDOL

Unit Head

2-10-11

Conforme:


MARIA ROBERTA S. MIRAFLOR

Administrative Officer II

2-10-11

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 2019Name of Staff: MARIA ROBERTA S. MIRAFLORPosition: 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						

B. Leadership & Management (For supervisors only to be rated by higher supervisor) N/A		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		5.0				

Overall recommendation : _____


REMBERTO A. PATINDOL
Name of Head

2-10-11