



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.91	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: **Outstanding**

Prepared by:


MARIA ROBERTA S. MIRAFLOR

Name of Staff *9/19/24*

Recommending Approval:


RYSAN C. GUINOCOR *7/19/24*
Director, Administrative Services

Approved:


ELWIN JAY V. YU *7/22/24*
VP for Administration & Finance



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA ROBERTA S. MIRAFLORE**, of the **Records and Archives Office (RAO)** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30, 2024.


MARIA ROBERTA S. MIRAFLORE

Ratee

7/19/24

Approved:


RYSAN C. GUINOCOR

Director, Administrative Services Office

MFO & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment	Rating				Remarks
					Q¹	E²	T³	A⁴	
UMFO 5: SUPPORT TO OPERATIONS (STO)									
VPAF ST01: ISO aligned management and administrative support services									
ASO ST01: ISO 9001:2015 aligned documents and compliant processes									
RAO ST01: Effective Records and Archives Management	PI 1. Percentage implementation of ISO aligned Records and Archives Services	Facilitates Records Office Staff on ISO matters	100%	100%	5	5	5	5.00	
		Reviews and updates PMs and forms	100%	100%	5	5	5	5.00	
		Acts on audit results and queries	100%	100%	5	5	5	5.00	
VPAF ST02: Freedom of Information (FOI) aligned compliance and reporting requirements									
ASO ST02: FOI aligned frontline services									
RAO ST02: FOI aligned frontline services	PI 2: Percentage compliance of reporting requirements in accordance with FOI Manual	Prepares and submits FOI reports before the deadline	3 FOI reports	3 FOI reports	5	5	5	5.00	Agency Inventory, Registry and Summary
VPAF ST03: ARTA aligned compliance and reporting requirements									
ASO ST03: ARTA aligned frontline services									
RAO ST03: ARTA aligned frontline services	PI 3: Percentage and compliance of reporting requirements in accordance with ARTA	Consolidates and submits VSU Annual Citizen's Charter reports before the deadline	100%	100%	5	4	5	4.67	
		Attends to queries of clients	100%	100%	5	5	5	5.00	
	PI 4: Efficient & customer friendly frontline services	Efficient & customer-friendly frontline service	Zero percent complaints	Zero percent complaints	5	5	5	5.00	
VPAF ST04: Innovations and Best Practices									
ASO ST04: Innovations and new Best Practices Development Services									
RAO ST04: Innovations and Best Practices	PI 5: Percent implementation of new innovations and best practices	Creates a Monitoring Sheet to be used by our Utility Messenger to track and monitor the number of documents being released	100%	100%	4	5	5	4.67	
		Efficient use of Google Calendar to set appointments of meetings and submission of reports for reminders	100%	100%	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment	Rating				Remarks
					Q¹	E²	T³	A⁴	
		Efficient implementation of retrieving requested personal information thru the use of the e-Records database system	100%	100%	5	5	5	5.00	
		Effective e-filing of documents and back-up of files and records at the NAS (Network Attached Storage) device back-up to cloud	100%	100%	5	5	4	4.67	
		Effective conduct of orientation and any updates on the process of records inventory and appraisal	100%	100%	5	4	5	4.67	
		Effective and regular communication with office staff regarding office matters	100%	100%	5	5	5	5.00	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE (GASS)									
VPAF GASS 1: Human Resource Management and Development									
ASO GASS 1. Administrative and Support Services Management									
RAO 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%	5	5	4	4.67	
		Reviews and endorses requested records and forms from agency staff and external clients	100%	100%	5	5	4	4.67	
		Attends to meetings and orientations on Records and Archives Management	100%	100%	5	5	5	5.00	
RAO GASS 2: Records and Archives Services Management	PI 7: Percentage implementation of filing and digitizing documents for uploading to the e-Records system	Supervises the staff in the implementation of effective records and file management	100% accomplishment	100% accomplishment	5	5	5	5.00	
	PI 8: Number of new archival documents gathered and displayed	Gathers new evidences and documents for display at the Archives Center	2 new display materials	3 new display materials	5	5	5	5.00	
	PI 9: Percentage implementation on the updating of the agency RDS	Encodes and monitors agency Records Disposition Schedule (RDS) for updating purposes	90%	90%	5	5	4	4.67	
RAO GASS 3: Information Management System Development & Maintenance	PI 10: Percentage implementation in monitoring the Electronic Records Management System (e-Records)	Monitors information uploaded in the e-Records system	100%	100%	5	5	5	5.00	
	PI 11: Percentage implementation in the use of Document Tracking System	Monitors and checks documents uploaded in the system for tracking purposes	80%	90%	5	5	5	5.00	
RAO GASS 4: Involvement in major university committee	PI 12: Percentage of involvement in major committees: Performance Management Team(PMT)	Gather data and attachments for the university accomplishments by Major Final Outputs (MFOs)	100%	100%	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2024)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Submits accomplishment reports by Major Final Outputs (MFOs) to AO25 Secretariat before deadline	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%	5	5	5	5.00	
	PI 13: Involvement in ISO, VSU Awards Committee and other committees	Attends to meetings and orientations on various university activities (ISO, PMT, OSH, CART, BAC, VSU Awards other designated Committee memberships)	100%	100%	5	5	5	5.00	
Total Over-all Rating					122.67				
Average Rating (Total Over-all rating divided by # of entries)			4.91		Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			4.91						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:

Recommending Approval:

Approved by:


RYSAN C. GUINOCOR

Director, Administrative Services Office

Date: 7/19/24
ELWIN JAY V. YU

Chairman, Performance Management Team

Date: 7/22/24
ELWIN JAY V. YU

Vice President for Administration & Finance

Date: 7/22/24

PERFORMANCE MONITORING & COACHING JOURNAL

x	1st	Q U A R T E R
x	2nd	
	3rd	
	4th	

Name of Office: RECORDS & ARCHIVES OFFICE

Head of Office: MARIA ROBERTA S. MIRAFLOR


Number of Personnel: 6

Activity Monitoring	MECHANISM					Remarks
	Meeting			Memo	Others (Pls. specify)	
	One-on-One	Group				
Monitoring (1 st quarter of 2024)		1. Maintain the cleanliness of the office especially the Records Room and Archives Center ready for visit by university guests and the cleanliness of the exit door including the walls, floors and window grills				APBagarinao/ VCAcilo – To maintain cleanliness of the records room, archives center display area and the office surroundings
	2. Consolidation of valueless records inputted in the NAP Form 1 from the different offices/department s/units/ centers and for consolidation in NAP Form 3					MSMiraflor – To check all Request Forms as to the completeness of required data and approval of request before release of requested documents VCAcilo – To consolidate valueless records ready for disposal
	3. Digitization of public documents					JSPosas – To fast track the scanning of personnel documents, memos and circulars for uploading in the HRIS e-Records system

Coaching		Records Request Form shall be duly accomplished/ signed/approved based on ISO Quality Procedure before release of document		MPBandalan/ GLMontajes – To marked "Received" with date and signature any documents/ records upon receipt; forward any requests for approval to higher authority; assign control number on request form once requests have been served; give the requestor a Customer Feedback Form and FOI Request Feedback Form for fill-up.
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


RYSAN C. GUINOCOR
Immediate Supervisor

7/17/24

Noted by:


ELWIN JAY V. YU
Next Higher Supervisor

7/17/24

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIA ROBERTA S. MIRAFLOR**

Performance Rating: **January-June 2024**

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: July-December 2024

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.

Prepared by:


RYSAN C. GUINOCOR

Unit Head 7/19/24

Conforme:


MARIA ROBERTA S. MIRAFLOR

Name of Ratee Staff 7/19/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: **Maria Roberta S. Miraflor**

Position: **Administrative 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 (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 (<i>For supervisors only to be rated by higher supervisor</i>)		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			

Overall recommendation : _____


RYSAN C. GUINOCOR 7/17/24
 Director, Administrative Services