COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION January-June 2016

Name of Administrative Staff:

ASTERIA A. SEVILLA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.73	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
	TOTAL NUM	MERICAL RATING	4.76

TOTAL NUMERICAL RATING:

4.76

Add: Additional Approved Points, if any:

4.76

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

0

Prepared by:

Reviewed by:

ASTERIA A. SEVILLA

Name of Staff

LOURDES B. CANO
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Asteria A. Sevilla</u> of the <u>Records Office & Archives Center</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January-June 2016.</u>

ASTERIA A. SEVILLA

Ratee

Approved:

LOURDES B. CANO Director, ODAHRD

MFO & Performance Indicators	Success Indicators	Toda Andread	Toward	Actual		Rating			Remarks
(PI)	Success Indicators	Tasks Assigned	Target	Accomplishment	\mathbf{Q}^1	E ²	T ³	A ⁴	
ODARHD MFO 1 - Administrati	ve and Support Services Manag	gement						***************************************	
Records MFO 1: Efficient office an	d files management								
PI 1. Efficient and customer friendly frontline services	A.1 Zero complaint from clients	Attended to the needs of clients	No complaint	No complaint	5	5	5	5	
	A.2 Supervision in filing of documents	Monitored/see to it that documents requested are retrieved within 5 min. from filing of request	100% compliance	100% compliance	5	5	4	4.67	-
assignments/investigations	A.3 Designated as Secretary/ Recorder during committee meetings/investigations	Facilitated committee meetings/ investigations, sent notices to concerned parties and prepared transcription of investigations	3 committees	5 committees, 1 Formal Investigation Committee	5	5	5	5	
		Prepared minutes/reports/ referendum/excerpts for review and signature of the committee members	10 minutes/reports/ referendum/excerpts prepared	15 minutes/excerpt/ referendum/reports	5	5	4	4.67	
PI 4. No. of administrative offices monitored daily, flag ceremonies and university-wide activities monitored	A.4 Monitoring of attendance	Monitored/checked the staff incharge of monitoring attendance in different units/depts. and during flag raising ceremonies	20 Admin. Offices daily monitored except Mondays; Flag ceremonies at Admin. Bldg.on Mondays	26 Admin. Offices daily monitored except Mondays; Flag ceremonies at Admin. Bldg.on Mondays	5	5	5	5	
PI 5. No. of personnel directly supervised	A.5 Supervision of staff	Supervised/coached 3 office staff in their assigned tasks	100% compliance	100% compliance	5	5	4	4.67	

orientations attended /facilitated meetings/orientations meetings meetings meetings Management Review 5 5 5 5 5 5 5 5 DATE Management Review DEFINITION OF ACCORDS MFO 4: Compliance to Level 2 Re-Accreditation Status under PRIME-HRM of CSC RECORDS MFO 8: No. of PRIME-HRM areas awarded Level 2 maturity status PI 12: No. of orientations/ meetings or Re-Meetings for Re-Meetings or Re-Meetings attended meetings for Re-Meetings or Re-Meeting			-							
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Records MFO 3: No. of linkages with external agencies continuously maintained A.7 Accommodation of visitors Maintained linkages with NAP and gencies continuously maintained 100% compliance 100% compliance 5	the revised Guidelines of	submission/approval of UADCO	of the APDP							
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9	gathered/reproduced	docs.	,							

ODAHRD MFO 8: Human Resource Management Services

ADJECTIVAL RATING

Records MFO 12: No. of new best HR practices/innovations introduced and implemented Pl 14: Percentage of proposal for A,14 Centralized receiving Prepared draft procedures and (2nd half)	ODARD WIFO 8: Human Resc	ource ivianagement Se	ervices									
Innovations introduced releasing of docs. Flowchart Flowch	Records MFO 12: No. of new bes	st HR practices/innovati	ions introduce	ed and implemented						***************************************		
ODAHRD MFO 9: Personnel Records Development and Management Services Records MFO 14: No. of authentications of HR records/documents P1 15: No. of docs. reproduction/Authentication of docs. ODAHRD MFO 10: Records and Archives Management Records MFO 15. No. of new accreditation/archival documents gathered and displayed at Accreditation/Archives Center P1 15: No. of new accreditation/archival documents gathered and displayed at Accreditation/Archives Center P1 15: No. of additional accreditation/archival documents gathered and displayed at Accreditation/Archives Center P1 15: No. of additional accreditation/archival documents gathered and displayed at Accreditation/Archives Center P1 15: No. of additional accreditation/archival docs. gathered/displayed at the Accreditation/Archives Center Records MFO 16: All required HR docs. prepared/gathered and profile under Area 3 of Institutional Accreditation/archival docs. Records MFO 16: All required HR docs. prepared/gathered and profile under Area 3 of Institutional Accreditation/archival docs. A.17 Gathering and reproduction of of docs. Records MFO 18: No. of approval to dispose records secured/conducted P1 18: No. of approval to dispose records secured/conducted P1 18: No. of approval to dispose records secured/conducted P1 18: No. of approval to dispose records secured/conducted P1 18: No. of approval to dispose accords recommended for dispose records secured approval A.19 Preparation of listing of records/records series records secured A.20: Sending of request to NAP for approval A.20: Sending of re	PI 14: Percentage of proposal for	A.14 Centralized receiv	ving/	Prepared draft procedures and	T	(2nd half)		** ************************************	***************************************			-
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Received by:		Calibrated by:	Recomn	nending Approval:	Approved by	:
REDEMPTA L		REMBERTO A. PATINDOL PMT		LOURDES B. CANO Director, ODAHRD		EDGARDO E. TULIN President
Date:		Date:		Date:	Dat	te:
1 - Quality	2 - Efficiency	3 - Timeliness	4 - Average			

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Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan.-June, 2016
Name of Staff: ASTERIA A. SEVILLA Position: Adm. 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	е	
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	(5)	4	3	2	1

		I				
	improvement of his work accomplishment	0				
2.	Willing to be trained and developed	(5)	4	3	2	1
	Total Score	6	6,			
	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	Э	
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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2	
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	
	Total Score		22	-		
	Average Score	4.82				

Overall recommendation

She needs to be dueloged as leader by sending her to allow managerial and hadership trainings. She is a good potential to assume as Head LOURDES B. CANO Name of Head Archives Offices to Perords Central Officer.