

**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
<b>TOTAL NUMERICAL RATING</b>			4.76

TOTAL NUMERICAL RATING: 4.76


Add: Additional Approved Points, if any: \_\_\_\_\_


TOTAL NUMERICAL RATING: 4.76

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**  
 President 

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Asteria A. Sevilla of the Records Office & Archives Center 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-June 2016.

**ASTERIA A. SEVILLA**

Ratee

Approved:

**LOURDES B. CANO**

Director, ODAHRD

[illegible]



PI 6: Percentage of completion of the revised Guidelines of Administrative Personnel Dev. Program (APDP)	A.6 Revision of APDP for submission/approval of UADCO	Facilitated the revision and printing of the APDP	20% completed	50% completed	5	5	4	4.67	
<b>Records MFO 3: No. of linkages with external agencies continuously maintained</b>									
PI 7. No. of linkages with external agencies continuously maintained	A.7 Accommodation of visitors	Maintained linkages with NAP and Postal Office	100% compliance	100% compliance	5	5	5	5	
<b>ODAHRD MFO 2: Quality Management System on HR related processes aligned with ISO Standards</b>									
<b>Records MFO 4: Quality Procedure in the Control of Documents prepared to implement Finding No. 6 during Stage 1 audit of HR Management Services</b>									
PI 8. Percentage of Quality Procedure prepared/ completed	A.8 Preparation of documents required for ISO evaluation	Prepared draft documented procedure: Control of Records	20% completed	50% completed	4	4	4	4	
<b>Records MFO 5: No. of manualized Detailed Work Instructions and Quality Procedures on HRM</b>									
PI 9: Percentage of Quality Procedures and Detailed Work Instructions prepared/ completed	A.9 Preparation of Work Instructions	Prepared draft Work Instructions with Quality Objectives	30% completed	50% completed	4	4	4	4	
<b>Records MFO 6: No. of workshops preparing forms to implement control of document procedures for HR management services conducted</b>									
PI 10. No. of workshops/ orientations attended	A.10 Attendance to workshops/orientations	Attended orientations/workshops	(2nd half)						
<b>ODAHRD MFO 3: Orientation of VSU Stakeholders on ISO 9001:2008</b>									
<b>Records MFO 7: No. of ISO orientations conducted; No. of faculty and staff oriented in ISO 9001:2008</b>									
PI 11. No. of ISO meetings/ orientations attended /facilitated	A.11 Attendance to ISO meetings/orientations	Facilitated/attended ISO Task Force meetings	5 meetings	4 meetings, 1 Management Review	5	5	5	5	
<b>ODAHRD MFO 4: Compliance to Level 2 Re-Accreditation Status under PRIME-HRM of CSC</b>									
<b>RECORDS MFO 8: No. of PRIME-HRM areas awarded Level 2 maturity status</b>									
PI 12: No. of orientations/ meetings attended	A.12 Attendance to meetings/orientations	Attended meetings for Re-Accreditation Status and performed assigned tasks	2 meetings	2 meetings	5	5	5	5	
<b>RECORDS MFO 9: No. of PRIME-HRM areas ready for assessment under Level 2 maturity status</b>									
PI 13: No. of documents gathered/reproduced	A.13 Gathering and reproduction of docs.	Monitored update of 201 files/ folders	(2nd half)						



## ODAHRD MFO 8: Human Resource Management Services

### Records MFO 12: No. of new best HR practices/innovations introduced and implemented

PI 14: Percentage of proposal for innovations introduced	A.14 Centralized receiving/ releasing of docs.	Prepared draft procedures and flowchart	(2nd half)						
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### ODAHRD MFO 9: Personnel Records Development and Management Services

#### Records MFO 14: No. of authentications of HR records/documents

PI 15: No. of docs. retrieved for reproduction/Authentication	A.15 Reproduction/ authentication of docs.	No. of docs. authenticated	500 docs. authenticated	570 docs. authenticated	5	5	5	5	
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### ODAHRD MFO 10: Records and Archives Management

#### Records MFO 15. No. of new accreditation/archival documents gathered and displayed at Accreditation/Archives Center

PI 16: No. of additional accreditation/archival docs. gathered and displayed at Accreditation/Archives Center	A.16 Gathering of additional docs.	No. of docs. gathered/displayed at the Accreditation/Archives Center	8 indexed/bound archival docs.	10 indexed/bound archival docs./ framed certificates displayed	5	5	4	4.67	
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#### Records MFO 16: All required HR docs. prepared/gathered and profile under Area 3 of Institutional Accreditation prepared

PI 17: Percentage of docs. gathered and reproduced	A.17 Gathering and reproduction of docs.	No. of docs.gathered/reproduced	30% of needed supporting docs.	50% of needed supporting docs.	5	5	4	4.67	
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#### Records MFO 18: No. of approval to dispose records secured/conducted


PI 18: No. of records listed during inventory	A.18 Conducts inventory of records	No. of records/records series listed	1,000 records	1,239 records	5	5	4	4.67	
PI 19: No. of approval to dispose records secured	A.19 Preparation of listing of records recommended for disposal	No. of records/records series recommended for dispose records	(2nd half)						
PI 20: No. of actual disposal of records conducted	A 20: Sending of request to NAP for approval	No. of request to dispose records	(2nd half)						

#### Total Over-all Rating

Average Rating (Total Over-all Rating divided by 4)		4.73
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		4.73
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

Received by:

  
**REDEMPTA L. SORIA**  
Planning Office

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

1 - Quality

2 - Efficiency


Calibrated by:

  
**REMBERTO A. PATINDOL**  
PMT

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

3 - Timeliness

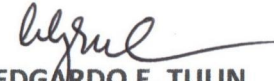

Recommending Approval:

  
**LOURDES B. CANO**  
Director, ODAHRD

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

4 - Average

Approved by:

  
**EDGARDO E. TULIN**  
President 

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



## 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				
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

improvement of his work accomplishment					
12. Willing to be trained and developed	(5)	4	3	2	1
Total Score	60				
<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	22				
Average Score	4.82				

Overall recommendation

: She needs to be developed as leader by sending her to more managerial and leadership trainings. She is a good potential to assume as Head of Records and Archives Office + Records Control Officer.

**LOURDES B. CANO**

Name of Head