

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
July-Dec. 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	4.83	70%	3.38
2.Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83

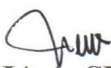
Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING: 0


Prepared by:

Reviewed by:




ASTERIA A. SEVILLA
 Name of Staff


LOURDES B. CANO
 Department/Office Head

Recommending Approval:

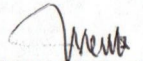

REMBERTO A. PATINDOL
 Chairman, PMT

Approved:

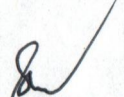

EDGARDO E. TULIN
 President 

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 July - December 2016.


ASTERIA A. SEVILLA
 Ratee

Approved:


LOURDES B. CANO
 Director, ODAHRD

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODARHD MFO 1 - Administrative and Support Services Management									
Records MFO 2: Efficient office and files management									
PI 1. Efficient and customer friendly frontline services	A.1 Zero complaint from clients	Entertained clients and serve them promptly, efficient and effectively	No complaint	No complaint	5	5	5	5	
PI 2. Efficient filing and retrieval of documents/records	A.2 Supervision in filing of records	Monitored/see to it that documents requested are retrieved within 3-5 min. from request	100% compliance	100% compliance	5	5	4	4.67	
PI 3: No. of staff directly supervised/coached	A.3 Supervision of staff	Supervised/coached 4 office staff	100% compliance	100% compliance	5	5	5	5	
PI 4. No. of admin. Offices/units monitored daily including flag ceremonies and university-wide activities	A.4 Monitoring of attendance	Monitored/checked the staff incharge of monitoring attendance	20 admin. Offices monitored daily except on Mondays, flag ceremonies every Monday	26 admin.offices monitored, flag ceremonies and during university-wide activities	5	5	4	4.67	
Records MFO 3: Maintains linkages with external agencies continuously maintained									
PI 5. No. of linkages with external agencies continuously maintained/strengthened	A.5 Accommodation of visitors	Maintained linkages with NAP and Postal Office	100% compliance	100% compliance	5	5	5	5	
Records MFO 3: No. of Adhoc assignments performed									
PI 6: No. of committee assignments/investigations performed	A.6 Designated as Secretary during committee meetings/investigations	A.3 Facilitated committee meetings/investigations, sent notices to concerned parties/members	3 committees	7 committees	5	5	4	4.67	

		Prepared minutes/excerpts and transcription of investigation, drafted committee reports	100% compliance	100% compliance	5	5	4	4.67	
ODAHRD MFO 2: Compliance to ISO requirements/alignment to QMS									
Records MFO 5: No. of ISO related orientations conducted									
PI 7. No. of ISO orientations attended/facilitated	A.7 attendance to orientations	Attended ISO workshops/ writeshops	2 workshops	2 workshops	5	5	5	5	
Records MFO 5: Membership in the University QMS Team									
PI 8. No. of meetings attended as QMS Team Secretary/Document Officer	A.8 Facilitated meetings of QMS Team	Sent notices of meetings and minutes of previous meetings to QMS Team members	5 meetings	5 meetings	5	5	5	5	
ODAHRD MFO 3: Compliance to Level 2 Reaccreditation Status under PRIME HRM of CSC									
Records MFO 7: No. of PRIME HRM Areas awarded level 2 maturity status									
PI 9: No. of meetings attended/facilitated	A.9 No. of meetings attended	Attended meetings called by higher bodies	2 meetings	3 meetings	5	5	5	5	
Records MFO 8: No. of additional PRIME-HRM areas ready for assessment for level 2 maturity status									
PI 10. No. of docs.gathered/reproduced/prepared ready for assessment	A.10 Gathering/preparation of documents needed for display	Gathered/reviewed the documents per area	50 201 files of faculty and staff to be updated	80 201 files/ docs of faculty and staff updated including leave application folders	5	5	5	5	
ODARHD MFO 6 - Personnel Development Management									
Records MFO 9: No. of in-house trainings/HR interventions conducted/facilitated									
PI 11: No. of in-house trainings attended	A.9 Attendance to in-house trainings	Attended in-house trainings	2 in-house trainings	2 in-house trainings	5	5	5	5	
ODARHD MFO 6 - Human Resource Management Services									
Records MFO 11. No. of new HR systems designed and endorsed to higher offices/bodies									
PI 12. Percentage of proposal/revision completed and endorsed	A.11 Submission of complete revision to approving body	Submitted revision of Guidelines for Admin. Dev. Personnel Program to UADCO for approval	100% compliance	100% compliance	5	5	4	4.67	
ODAHRD MFO 10: Personnel Records Development & Management Services									
RECORDS MFO 10: Percentage of CSC/DBM/GSIS/BOR Rules & Policies on leave administration and policies on employees' compensation implemented									
PI 13. No. of application for leave, NOSA/NOSI of faculty and staff classified and filed	A.12 Classification/filing of leave applications, NOSA/NOSI of staff	Monitored/see to it that documents including NOSI/NOSA, leave balances, leave applications are updated/filed	100% compliance	100% compliance	4	4	4	4	
RECORDS MFO 11: No. of authentications of HR records/documents									

PI 14: No. of docs.in its custody authenticated/issued	A.13 No. of documents retrieved for reproduction/ authentication	Facilitated release of documents/ 201 files of faculty and staff	100% compliance	100% compliance	5	5	5	5	
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ODAHRD MFO 11: Records and Archives Management

Records MFO 12: No. of new Accreditation/Archival documents gathered and displayed at the Accreditation/Archives Center

PI 15: No. of additional accreditation/ archival documents gathered and displayed at the Accreditation/ Archives Centers	A.14 Gathering of additional display materials	Gathered additional display materials for the Accreditation/ Archives Center	5 indexed/bound HR docs.and 4 certificates framed	8 bound OP memo/ circulars, BOR resolutions for Archives Center & 8 pictures/ cert.framed	4	5	5	4.67	
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Records MFO 13: All required HR docs. prepared/gathered and profile under Area 3 of Institutional Accreditation

PI 16: No. of docs.gathered and reproduced	A.15 Gathering/retrieval of documentary evidences needed	Monitored/reviewed the documents ready for assessment	1,000 docs.	1,290 docs.	5	5	5	5	
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Records MFO 14: No. of messengerial services provided

PI 17: No. of docs. memos and other issuances delivered to different offices within the day of receipt	A.16 Monitoring of staff Incharge	See to it that all memos/circulars are delivered on time	100% compliance	100% compliance	5	5	5	5	
PI 18: No. of mails dispatched to Post Office within the day of receipt and mails delivered to recipients	A.17 Monitoring of staff Incharge	See to it that all mails are delivered to Postal Office and to recipients on time	100% compliance	100% compliance	5	5	5	5	

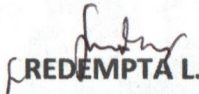
Records MFO 15: No. of records inventory conducted

PI 19: No. of records /records series listed during inventory of records ready for disposal	A.18 Preparation of final listing of records for disposal based in GRDS/RDS	Finalized/reviewed the final listing of records/records series subject for disposal	300 records/folders	193 201 files , 150 docs from PRPEO, DLABS, etc.	5	5	4	4.67	
		Prepared/submitted request to dispose records to National Archives of the Phil.for approval	1 request	1 request	5	5	4	4.67	
Total Over-all Rating								101.36	

Average Rating (Total Over-all Rating divided by 4)		4.83
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

Received by:


REDEMPTA L. SORIA
Planning Office

Date: _____

1 - Quality


Calibrated by:


REMBERTO A. PATINDOL
PMT

Date: _____

3 - Timeliness

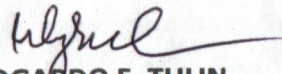

Recommending Approval:


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: July-Dec. 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. Leadership & Management (For supervisors only to be rated by higher supervisor)	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 : _____


LOURDES B. CANO
 Name of Head