



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **ALEX P. BAGARINAO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING: 4.62

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.62

ADJECTIVAL RATING: **Outstanding**

Prepared by:

ALEX P. BAGARINAO  
Name of Staff 1/11/24

Reviewed by:

MARIA ROBERTA S. MIRAFLOR  
Office Head 1/11/24

Recommending Approval:

RYSAN C. GUINOCOR  
Director, Administrative Services 1/15/24

Approved:

EDGARDO E. TULIN  
OIC, VP for Administration & Finance 1/16/24

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALEX P. BAGARINAO**, 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 **July 1 to December 31, 2023**.

**ALEX P. BAGARINAO**  
Ratee *1/1/24*

Approved:

*[Signature]*  
**MARIA ROBERTA S. MIRAFLORES**  
Head, Records and Archives Office *1/1/24*

MFOs & PAPs	Success Indicators	Tasks Assigned	Targets (Jan-Dec 2024)	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: SUPPORT TO OPERATIONS (STO)									
VPAF STO1: ISO aligned management and administrative support services									
ASO STO3: ARTA aligned frontline services									
RAO STO3: ARTA aligned frontline services	PI 1: Efficient & customer friendly frontline services	Attends to queries of clients	100%	100%	5	5	5	5.00	
		Efficient & customer-friendly frontline service	Zero percent complaints	Zero percent complaints	5	5	5	5.00	
VPAF STO4: Innovations and Best Practices									
ASO STO4: Innovations and new Best Practices Development Services									
RAO STO4: Innovations and Best Practices	PI 2: Percent implementation of new innovations and best practices	Monitoring of monthly documents being delivered	90%	95%	4	4	5	4.33	
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	Percentage of janitorial and messengerial services rendered	Maintains cleanliness in the office including filing cabinets, picture frames, glass doors/ boxes, ceiling, etc	100% accomplishment	100% accomplishment	5	5	5	5.00	Performed regular janitorial services in the office/assigned areas on working days or as the need arises
	PI 2: Number of documents delivered to different units and mails dispatched to Post Office within the day of receipt	Delivers memos/ circulars, notices and other issuances to different staff/offices concerned within the day of receipt	3,000 memos/circulars and other issuances	3,089 memoranda/ memo circulars and other issuances	5	4	5	4.67	OP memos, circulars and notices of salary adjustments
		Delivers mails to/from Post Office and delivers official mails received from Post Office to faculty and staff concerned	250 mails dispatched to Post Office and 1,000 mails received from Post Office and delivered to office/staff concerned	1,924 mails dispatched to Post Office and 388 mails received from Post Office and delivered to office/staff concerned	5	4	4	4.33	



MFOs & PAPs	Success Indicators	Tasks Assigned	Targets (Jan-Dec 2024)	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		Delivers monthly payslips to different offices/staff concerned	7,500 payslips delivered	5,207 payslips delivered different offices/staff concerned	5	4	5	4.67	
	PI 3: Percentage of original appointments forwarded/ received by faculty and staff concerned	Delivers copies of original appointments to faculty and staff concerned	100% accomplishment	100% accomplishment	4	5	5	4.67	
RAO GASS 2: Records and Archives Services Management	PI 4: Number of new archival documents gathered and displayed	Assists the installation of portraits/archival docs	2 display materials	2 display materials	5	4	5	4.67	
Total Over-all Rating								42.33	
Average Rating (Total Over-all rating divided by # of entries)			4.70	Comments & Recommendations for Development Purpose:  <i>Recommends to attend to 5S seminars and "Safety and Health in the Workplace" In-House trainings.</i>					
Additional Points:									
Punctuality									
Approved additional points (with copy of approval)									
FINAL RATING			4.70						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:

  
**MARIA ROBERTA S. MIRAFLOR**  
Head, Records and Archives Office

Date: January 11, 2024

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
Director for Administrative Services

Date: 1/11/24

Approved by:

  
**EDGARDO E. TULIN**  
OIC, Vice President for Administration & Finance

Date: 1/11/24

1 - Quality    2 - Efficiency    2 - Timeliness    4 - Average



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July – December, 2023

Name of Staff: **ALEX P. BAGARINAO**

Position: **ADMINISTRATIVE AIDE 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

<b>A. Commitment (both for subordinates and supervisors)</b>		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>53</b>				

<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		<b>Scale</b>				
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		4.42				

Overall recommendation : \_\_\_\_\_

  
**MARIA ROBERTA S. MIRAFLOR**  
 Head, Records and Archives Office 1/11/2021



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALEX P. BAGARINAO

Performance Rating: July-December 2023

Aim: To improve his janitorial and messengerial services.

Proposed Interventions to Improve Performance:

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

First Step: To send him to 5S in-house training with utility workers.

Result: No available in-house training yet.

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

Next Step: \_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Attendance to 5S training, Safety and Health and other maintenance skills training.

Prepared by:

MARIA ROBERTA S. MIRAFLOR

Unit Head 1/11/24

Conforme:

ALEX P. BAGARINAO

Name of Ratee Staff 1/11/24