

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Asteria A. Sevilla of the Records Office & Archives Center (ROAC) 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 July-December 2017.


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										
ROAC MFO 1: Efficient office and files management										
PI 1. Efficient and customer friendly frontline services	A.1 Zero complaint from clients served	Attends to the needs of clients	No complaint	No complaint	5	5	5	5	5	
PI 2: Efficient filing and retrieval of records/documents	A.2 Records filing	Introduces filing system using the new Records Classification with coding	100% accomplishment	100% accomplishment	5	5	4	4	4.67	
	A.3 Records reference services	Sees to it that documents/ records requested are properly served following the steps provided in the Citizens Charter	100% accomplishment	100% accomplishment	5	5	5	5	5	
	A.4 Back-up files of archival records	Supervises the establishment of database/back up of permanent records (BOR Resol. 2010-2015)	100% accomplishment	100% accomplishment	5	5	5	5	5	
	A.5 Attendance monitoring	Monitors/checks the staff incharge in attendance monitoring in different units/depts. and during flag raising ceremonies and other university-wide activities	100% accomplishment	100% accomplishment	5	5	5	5	5	
ROAC MFO 3: No. of personnel directly supervised										
PI 3. No. of staff directly supervised	PI 6. Supervision of personnel	Supervises/coaches staff in their assigned task	5 personnel	5 personnel	4	5	5	5	4.67	
ROAC MFO 4: No. of linkages with external agencies maintained										

PI 4. No. of linkages with external agencies maintained	PI 7. Linkages with external agencies maintained	Maintains linkages with external agencies	5 (NAP Manila, NAP Cebu, Baybay Postal Office, VSU Postal Office, COA)	5 (NAP Manila, NAP Cebu, Baybay Postal Office, VSU Postal Office, COA)	5	5	5	5	5
ODAHRD MFO 4: Learning and Development Services									
ROAC MFO 8: No. of development related requests endorsed to scholarship committee and awards of attendance prepared									
PI 5: No. of requests endorsed and excerpts of minutes prepared and sent to staff/office concerned	A 8. Meetings facilitated	Facilitates schedule of meetings, prepared notices, minutes of meetings, referendum and excerpts of minutes	30 requests, 6 notices, 10 referendum, 10 endorsement, 6 minutes	44 requests, 7 notices, 12 referendum, 12 endorsement, 7 minutes, 40 excerpts of minutes	5	5	5	5	Admin. Scholarship Committee
ODAHRD MFO 5: Rewards and Recognition Services									
ROAC MFO 9: Percentage of IPCR ratings further reviewed and forced ranked by PMT to determine the 5% qualified to step increment									
PI 6: Percentage IPCR with Outstanding ratings retrieved and reproduced for submission to PMT	A 9. Reproduction of IPCR with Outstanding ratings	Assists in the retrieval and reproduction of IPCR for submission for evaluation by PMT	100% accomplishment	100% accomplishment	5	5	5	5	5
ODAHRD MFO 6: Personnel Records Development and Management sServices									
ROAC MFO 10. No. of reports submitted to CSC, Ombudsman, etc.									
PI 7: No. of reports submitted to CSC	A10. Reports preparation	Facilitates preparation and submission of report to CSC	1 Rewards & Recognition	1 Rewards & Recognition	5	5	4	4.67	
PI 8: No. of authentications of HR records/docs. issued	A11. Records/docs. authentication	Authenticates docs./records	50 docs.	90 docs.	5	5	5	5	
ODAHRD MFO 7: Records and Archives Management									
ROAC MFO 13: No. of new archival documents gathered and displayed at Archives Center									
PI 9. No. of new archival documents gathered/bound and displayed	A 12. Gathering of new archival docs.	No. of new docs. gathered/displayed	5 new display materials	8 new display materials	5	5	5	5	Appointments of casual appointments by year (1980-1985) etc.
ROAC MFO 11: All required HR evidences of level 2 maturity under PRIME-HRM updated and ready for inspection of CSC team									
PI 10. Percentage of required evidences on Rewards and Recognition gathered/bound for submission to CSC	A 13. Gathering of docs./ evidences	Facilitates gathering and binding of required docs. under Rewards & Recognition	100% of required evidences in R&R (15 Indicators) gathered and packaged/bound	100% of required evidences in R&R (15 Indicators) gathered and packaged/bound	5	5	5	5	
ROAC MFO 13: No. of approved disposal of records secured									

PI 11. No. of Request for Authority to Dispose of Records secured	A 14: Records Inventory and Disposal	Finalizes Request for Authority to Dispose of Records for submission to NAP	1 request for disposal prepared/ finalized	1 request	5	4	4	4.67
ODAHRD MFO 8: Human Resource Management Accreditation Services								
ROAC MFO 18: No. of PRIME-HRM areas ready for assessment for level 2 reaccredited maturity status by CSC								
PI 12. All required docs./ evidences under Rewards & Recognition gathered/bound for submission to CSC	A 15: Gathering of docs./ evidences under Rewards & Recognition	Gathers/updates/binds required evidences	100% accomplishment	100% accomplishment	5	5	5	5
ODAHRD MFO 9: Innovations and New Best Practices Development Services								
ROAC MFO 19: No. of new PRIME-HRM documents gathered for display at HR Accreditation Center								
PI 13. No. of documents gathered and displayed	A 16. Gathering of new documents	Gathers/displays new docs./certifications	6 documents gathered/displayed	9 documents/ certification displayed	4	5	5	4.67
ROAC MFO 20: No. of new HR systems designed/existing system revised and endorsed to higher offices/bodies								
PI 14. No. of new/revised HR systems endorsed to higher office	A 17. Preparation of new HR systems	Introduces/endorse new HR systems to higher office	2 new Tracking systems of the efficiency of R&R designed	2 new Tracking systems (HAP & University Awards)	5	5	4	4.67
ROAC MFO 20. No. of new best HR practices/innovations introduced and implemented								
PI 15. No. of new best HR practices /innovations introduced	A 18. New HR practices/ innovations	Prepares Flyer on Records Disposition for information and reference	1 Flyer	1 Flyer	5	4	4	4.33
Total Over-all Rating								
Average Rating (Total Over-all Rating divided by 4)			4.85					
Additional Points:								
Punctuality								
Approved additional points (with copy of approval)								
FINAL RATING			4.85					
ADJECTIVAL RATING			O					
Comments & Recommendations for Development Purpose:								

Received by:  **TERESITA L. QUINANOLA**
PRPEO

Calibrated by:  **REMBERTO A PATINDOL**
PMT

Recommended Approval:  **REMBERTO A. PATINDOL**
Vice President for Admin. & Finance

Approved by:  **EDGARDO E. TULIN**
President

Date: _____ Date: _____

Date: _____

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: July-December 2017

Name of Staff: **ASTERIA A. SEVILLA**

Position: Admin. 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				
	5	4	3	2	1
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 (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
 Director, ODAHRD

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ASTERIA A. SEVILLA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.85	70%	3.40
2.Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:


ASTERIA A. SEVILLA
Name of Staff


LOURDES B. CANO
Director, ODAHRD

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President