

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Virgilio C. Acilo 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-December 2017.


VIRGILIO C. ACILO
Ratee


Approved: ASTERIA A. SEVILLA
Officer-in-Charge

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 PI 2: Efficient office and files management	A.1 Zero complaint from clients served	Attends to the needs of clients	No complaint	No complaint	5	5	5	5	
	A.2 Systematic filing of communications and other documents a day after receipt	Files communications, contracts and 201 files of admin. staff (regular, casual, contractual) and parttime academic staff to its respective folders)	2,500 docs.	3,969 docs.	4	5	4	4.33	
	A.3 Financial docs. preparation	Prepares PRs, vouchers for gasoline, office supplies, trip tickets, job requests, payrolls, etc. and table of contents of memos/circulars	100% accomplishment	100% accomplishment	5	5	5	5	
	A.4 Records reference services	Retrieves/serves requests for records	50 requests	81 requests/323 records	5	5	4	4.67	
	A.5 Attendance monitoring	Monitors attendance of admin. Staff in different offices/units except on Mondays, closed logbook of attendance after 8:00 am	14 offices/units monitored	14 offices/units monitored	4	5	5	4.67	

		Monitors attendance of staff during flag ceremonies, university- wide activities (Alay Lakad, CSC month, celebration, etc)	100% accomplishment	5	5	5	5	5
ROAC MFO 4: No. of linkages with external agencies maintained								
PI 3. No. of linkages with external agencies maintained	A.6.Accommodation of visitors	Entertains/accommodates visitors from NAP, COA, Postal Office, etc.	100% accomplishment	5	5	5	5	5
ODAHRD MFO 2: Recruitment, Selection and Promotion Services								
ROAC MFO 6: No. of appointments processed, reviewed, recorded and approved								
PI 4: No. of original appointments forwarded and received by staff concerned and another copy filed in 201 files	A.7 Filing services	Files of original appointments of admin.staff (regular, casual, contractual) to its respective 201 folders	100% accomplishment	4	4	4	4	4
ODAHRD MFO 6: Personnel Records Development & Management Services								
ROAC MFO 10: Percentage of CSC/DBM/GSIS/BOR Rules & Policies on leave administration & policies on employee's compensation implemented								
PI 5: No. of leave application and other documents filed including NOSA/NOSI	A.8 Filing services	Classifies/files leave applications of all faculty and staff, and NOSA/ NOSI and other documents in 201 files of admin. staff	100% accomplishment	4	5	4	4	4.33
ODAHRD MFO 7: Records and Archives Management								
ROAC MFO 12: No. of messengerial services provided								
PI 6. No. of additional archival docs. gathered/bind and displayed at Archives Center	A.9 Gathering/binding of documents	Assists in gathering/binding of new documents for display	5 new display materials	4	4	4	4	4
PI 7. No. of documents delivered to different units and mails dispatched to Post Office within the day of receipt	A.10 Messengerial services	Percentage of mails and documents delivered in the absence of the assigned messenger	100% accomplishment	5	5	4	4	4.67
ROAC MFO 13: No. of approved disposal of records secured								
PI 8. No. of Request of Records secured	A 11: Records Inventory	Assists in the inventory of records and prepares list using NAP form	200 records	5	4	4	4	4.33
Total Over-all Rating								55

Average Rating (Total Over-all Rating divided by 4)		4.58
Additional Points:		
Punctuality		
Approved additional points (with copy of approval)		
FINAL RATING		4.58
ADJECTIVAL RATING		VS

Comments & Recommendations for Development Purpose:

Received by:


TERESITA L. QUINANOLA
PRPEO

Calibrated by:


REMBERTO A. PATINDOL
PMT

Recommending 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: **VIRGILIO C. ACILO**

Position: Adm. Aide III

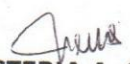
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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				
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	52				
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	52				
Average Score	4.33				

Overall recommendation : _____


ASTERIA A. SEVILLA
 Officer-in-Charge

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: VIRGILIO C. ACILO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
TOTAL NUMERICAL RATING			4.51

TOTAL NUMERICAL RATING: 4.51

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.51

ADJECTIVAL RATING: VS

Prepared by:


VIRGILIO C. ACILO
Name of Staff

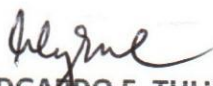
Reviewed by:


ASTERIA A. SEVILLA
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President