



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **FLORANTE G. DIDAL**

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	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.83

FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: Outstanding

Prepared by:

FLORANTE G. DIDAL

Name of Staff

Reviewed by:

HONEY SOFIA V. COLIS

Department/Office Head

Recommending Approval:

LOURDES B. CANO

Dean/Director

Approved:

REMBERTO A. PATINDOL

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Florante G. Didal, of the Personnel Records and Performance Evaluation Office 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 1, 2020 to June 30, 2020**.

FLORANTE G. DIDAL

Ratee

Approved:


HONEY SOFIA V. COLIS

Head of Unit


MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5. SUPPORT TO OPERATIONS									
OVPAF MFO1: ISO-aligned management and administrative support services									
ODAHRD MFO1: ISO-aligned Personnel Records Development & Management Services									
PRPEO MFO1: ISO-aligned Personnel Records Development & Management Services	PI 1. Percentage compliant of all HR processes to ISO Standards	Implement ISO-aligned HR processes	100% compliant	100% compliant	5	5	5	5	
UMFO6: General Administrative and Support Services (GASS)									
OVPAF MFO2: Administrative and Support Management Services									
ODAHRD MFO2: Human Resource Management and Development Services									
PRPEO MFO2: Human Resource Management and Development Services	PI 2. Efficient & customer-friendly frontline services	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI 4. No. of linkages with external agencies maintained	Maintains linkages with external agencies	1 agency (GSIS)	1 agency (GSIS)	5	5	5	5	
	PI 4.1 Percentage of qualified GSIS loan applications confirmed and approved	Confirms and approved applications for GSIS loan	100% of qualified application approved	100% of qualified loan application approved	5	5	5	5	
PRPEO MFO3: Administration of Salary, Leave and other benefits of employee	PI 5. Percentage of payroll for part-time instructors prepared	Prepares payrolls for Part-time Instructors	100% implementation	100% implementation	5	5	5	5	
	PI 6. No. of Daily Time Records (DTR), applications for leave of faculty and staff checked and processed	Processes, encodes, sorts, checks and countersigns DTRs (Regular, Casual and Contractual employees) and leave applications of faculty and staff	DTR=1400 App=3000 → Leave	DTR=713, Leave App=1600	4	4	4	4	To be fully accomplished on the July-Dec rating period
	PI 6.1 Percentage of DTRs of part-time instructors checked and computed	Checks and computes DTRs of part-time instructors for payroll preparation	100% of submitted DTRs	100% of submitted DTRs checked and computed	5	5	5	5	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 8. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Prepares Notice of Step Increments (NOSI) and Notice of Salary Adjustments (NOSA)	670 NOSA 150 NOSI	NOSA=750 NOSI=114	5	5	4	4.67	To be fully accomplished on the July-Dec rating period
ODAHRD MFO3: ARTA, FOI and Data Privacy aligned services									
PRPEO MFO4: ARTA, FOI and Data Privacy aligned services	PI 12. Percentage of external clients served and rated the service received as Very Satisfactory or higher	Provides better customer service experience to all clients	100% of clients served rated the service as Very Satisfactory or higher	100% of clients served rated the service as Very Satisfactory or higher	5	5	5	5	
ODAHRD MFO4: PRIME-HRM compliant in RSP, PM, L&D and R&R									
PRPEO MFO7: PRIME-HRM compliant in Reward and Recognition (R&R)	PI 24. Percentage implementation of loyalty awards	Identifies and prepares masterlist of Qualified Employee for Loyalty Award	100% implementation		5	5	4	4.67	To be fully accomplished on the July-Dec rating period
Total Over-all Rating									
		Average Rating :		4.830.00	Comments & Recommendations for Development Purposes: <i>Mr. Didal is very dependable & committed worker. To help reduce stress & prevent burnout in the workplace, he is recommended to participate in work-life balance training/seminars amidst COVID-19 pandemic.</i>				
FLORANTE G. DIDAL		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING	4.83 0.00						
		ADJECTIVAL RATING		OUTSTANDING					


Evaluated & Rated by:


HONEY SOFIA V. COLIS
Head, RSPPRO
Date: _____

Recommending Approval:


LOURDES B. CANO
Director for Admin & HRD
Date: _____

Approved by:


REMBERTO A. PATINDOL
Vice President for Admin & Finance
Date: _____

Legend:

1 - Quality 2 - Efficiency 3- Timeliness 4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1, 2020 to June 30, 2020**

Name of Staff: **Florante G. Didal**

Position: **Administrative Aide IV**

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		58.00				

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		58.00				
Average Score		4.83				

Overall recommendation : *Mr. Dical is a very dependable + committed employee. He is very careful + conscientious in the implementation of salary-related policies + guidelines.*

HSMG

HONEY SOFIA V. COLIS

Head of Office



PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: PRPEO

Head of Office: Honey Sofia V. Colis

Number of Personnel: Florante G. Didal

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring: Every 1 st week of the month or when the need arises					
Coaching: Provide advises to ensure that timely and appropriate steps are done to keep work on tract					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by: .

HONEY SOFIA V. COLIS

Immediate Supervisor

Noted by:

LOURDES B. CANO

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Florante G. Didal
Performance Rating: January- June 2020

Aim: To be able to adjust to the changes brought about by the pandemic.

Proposed Interventions to Improve Performance: Attendance to training on Work-life Flexibility.

Date: April 15, 2020 Target Date: June 2020

First Step: Recommend to participate in webinar on Work-life flexibility amidst Pandemic.

Result:


Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


HONEY SOFIA V. COLIS
Unit Head

Conforme:


FLORANTE G. DIDAL
Administrative Aide IV