

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: REGINA C. BIBERA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.89	70%	3.423
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.872

TOTAL NUMERICAL RATING: 4.872


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.872

FINAL NUMERICAL RATING 4.872

ADJECTIVAL RATING: Outstanding

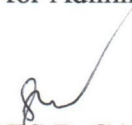
Prepared by:


REGINA C. BIBERA
AO II


Reviewed by:


LOURDES B. CANO
Director for Admin & HRD

Recommending Approval:


LOURDES B. CANO
Director for Admin & HRD

Approved:


REMBERTO A. PATINDOL
Vice President for Admin & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Regina C. Bibera, 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, 2019 to June 30, 2019.

29 OCT 2019
[Signature]

Approved:

[Signature]
REGINA C. BIBERA
Ratee


[Signature]
LOURDES B. CANO
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 MFO 1: ISO Aligned Management and Administrative Support Services									
ODAHRD MFO 1: ISO Aligned Personnel Records Development and Management Services									
PRPEO MFO 1: Implementation of mandatory personnel salary and benefits									
	No. of DTR	Computes total no of credit hrs of faculty for the purpose of granting service credits	20	25	5	5	5	5.00	
	No. of leave applications	Processes, encodes and countersigns leave applications of regular employees and computes tardiness and undertime on DTR'S	800	919	5	5	3	4.33	
	No. of reports	Prepares Annual Report for Retirement Gratuities and Terminal Leave	1	1	5	5	5	5.00	
	No. of leave cards	Audit leave record for Terminal Pay and transfer of leave credits	10	13	5	5	4	4.67	
	No. of certificates	Prepares certificate of : maternity leave/ terminal leave balance/ and LWOP	20	42	5	5	5	5.00	
	No. of reports	Prepares leave without pay report of regular staff	6	6	5	5	5	5.00	
	No. of CTO applications	Computes Compensatory Time Off (CTO) and prepare CTO certificate.	25	35	5	5	4	4.67	
	No. of certificates	Computes proportionate mid-term pay and prepares mid-term pay certificates	100	145	5	5	5	5.00	


Control # 09

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	No. of Leave Records	Reviews inclusive period of LWOP for purposes of: - issuance of service record for retirement and GSIS maturity benefits	25	50	5	5	5	5.00	
	No. of Retirees	Prepares/submits to Budget Office supporting documents of retirees for Terminal Pay	10	12	5	5	5	5.00	
PRPEO MFO 4: Administrative and Support Services Management									
	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	no complaint	no complaint	5	5	5	5.00	
	No. of leave cards	Updates Leave Status	300	379	5	5	4	4.67	
	No. of records	Records No. of Service Credits Granted to individual leave card	20	25	5	5	5	5.00	
	No. of certificates	Prepares Certificates of Service Credits	20	25	5	5	5	5.00	
	No. of Retirees	Search documents from records/archives to support terminal leave benefits of academic staff for submission to DBM.	2	3	5	5	5	5.00	
Total Over-all Rating								73.33	
REGINA C. BIBERA		Average Rating :		4.89	Comments & Recommendations for Development Purposes: <i>Needs to attend training in computer operation using HRJS.</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.89					
		ADJECTIVAL RATING		Outstanding					


Evaluated & Rated by:


LOURDES B. CANO
 Director for Admin & HRD
 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

PERFORMANCE MONITORING FORM

Name of Employee: REGINA C. BILERA

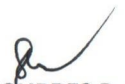
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Computes total no of credit hrs of faculty for the purpose of granting service credits	Computed total no. of credit hrs for service credits of faculty	January	January-June	Weekly within the period of January-June	Very Impressive		
2.	Processes, encodes and countersigns leave applications of regular employees and computes tardiness and undertime on DTR'S	computed/encoded total no. of hrs of tardiness & undertime and processed leave applications	January	January-June	Daily within the period of January-June	Needs improvement		
3.	Prepares Annual Report for Retirement Gratuities and Terminal Leave	Prepared annual report for Retirement Gratuities & Terminal Leave	January	January-March	Within the first quarter	Very Impressive		
4.	Audit leave record for Terminal Pay and transfer of leave credits	Audited leave record of employees who retired & transferred	January	January-June	W/n 15 dys after submission of university clearance	Very Impressive		
5.	Prepares certificate of : maternity leave/ terminal leave balance/ and LWOP	Prepared maternity leave/terminal leave and LWOP certificate	January	January-June	Daily within the period of January-June	Very Impressive		
6.	Prepares leave without pay report of regular staff	Prepared LWOP report of regular staff	January	January-June	Monthly within the period of January-June	Impressive		
7.	Computes Compensatory Time Off (CTO) and prepare CTO certificate.	Computed total no. of hrs of CTO & prepared CTO certificate	January	January-June	Weekly within the period of January-June	Impressive		

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
8	Computes proportionate mid-term pay and prepares mid-term pay certificates	Computed proportionate midterm pay and prepared midterm pay certificate	January	June	Semi-annually (w/n the period of June)	Very Impressive		
9	Reviews inclusive period of LWOP for purposes of: - issuance of service record for retirement and GSIS maturity benefits	Reviewed LWOP period on service records	January	January-June	As the need arise within the period of January-June	Very Impressive		
10	Prepares/submits to Budget Office supporting documents of retirees for Terminal Pay	Terminal Leave pay documents submitted to Budget Office	January	January-June	As the need arise within the period of January-June	Very Impressive		
11	Records No. of Service Credits Granted to individual leave card	Service credits recorded to individual leave card	January	January-June	Weekly within the period of January-June	Very Impressive		
12	Prepares Certificates of Service Credits	Certificate of service credits prepared	January	January-June	Weekly within the period of January-June	Very Impressive		
13	Search documents from records/archives to support terminal leave benefits of academic staff for submission to DBM	Terminal leave pay documents of academic staff submitted to DBM	January	January-June	As the need arise within the period of January-June	Very Impressive		

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


LOURDES B. CANO
Unit Head

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2019

Name of Staff: REGINA C. BIBERAPosition: Administrative 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 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

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					
Average Score					4.83

Overall recommendation :


LOURDES B. CANO
 Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REGINA C. BIBERA

Performance Rating: January-June 2019

Aim: Further capacitate on attendance and leave matters.

Proposed Interventions to Improve Performance: Attendance to S-W/conventions/congress about attendance and leave.

Date: _____ Target Date: _____

First Step: Orient and learn herself on biometric system of attendance for its smooth implementation

Result: Met and discussed with superiors on problems encountered relative to the Daily Time Record of faculty

Date: _____ Target Date: _____

Next Step: _____


Outcome: _____

Final Step/Recommendation: Benchmark with other SUCs which have effective and smooth implementation and operation of Biometric system of attendance of their faculty members.

Prepared by:


LOURDES B. CANO
Unit Head

Conforme:


REGINA C. BIBERA
Administrative Officer II