

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: MIRIAM M. DE LA TORRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.91	70%	3.437
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.913

TOTAL NUMERICAL RATING: 4.913

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.913


FINAL NUMERICAL RATING 4.913

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**MIRIAM M. DE LA TORRE**  
AO III


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, Miriam M. De la Torre, 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 **July 1-December 31, 2019.**

Approved:

  
**MIRIAM M. DE LA TORRE**  
Ratee

  
**LOURDES B. CANO**  
Head of Unit


MFO & PAPs	Success Indicator	Tasks Assigned	Target	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									
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 leave applications	Reviews and signs/certifies leave credits on leave applications	300	469	5	5	4	4.67	
	No. of payrolls	Reviews and countersigns payroll for salary of Part Time Instructors	151	160	5	5	5	5.00	
ODAHRD MFO 7: ISO Aligned Records and Archives Management Services									
PRPEO MFO 2: ISO Aligned Documents									
	Number of quality procedure prepared/revised	Prepares Quality Procedure for Performance Management of VSU Faculty and Staff	1 Quality Procedure	1 Quality Procedure	5	5	5	5.00	
PRPEO MFO 4: Administrative and Support Services Management									
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	no complaint	no valid complaint	5	5	5	5.00	
PRPEO MFO 5: Efficient and effective talent sourcing and screening using approved criteria									
	No. of psychological exams for new applicants coordinated and facilitated	Coordinates conduct of written psychological exams for clerks, drivers, and security guards	1 written Psych Test	1 written Psych Test	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PRPEO MFO 6: Percentage of approved recommendations to hire/promote processed within turn around time									
Appointments processed, reviewed and recorded	Percentage of appointments received reviewed and countersigned	Reviews and countersigns appointments of JO workers	100% of received appointment	100% of received appointment	5	5	5	5.00	
	Percentage of new service cards prepared	Prepares New Service Card for JO workers	100% new service Cards prepared	100% new service Cards prepared	5	5	4	4.67	
	Percentage of Service Cards updated	Updates Service Cards of JO workers	100% Service Cards updated	100% Service Cards updated	5	5	4	4.67	
	No. of records	Encodes appointments of JO workers	750	1,700	5	5	5	5.00	
	No. of masterlist	Prepares masterlist of JO workers	1	1	5	5	5	5.00	
	No. of PDS	EncodesPDS & Philhealth of JO workers	750	1,500	5	5	5	5.00	
PRPEO MFO 7: EOP compliant performance management system administered and submission of IPCRs monitored									
	Percentage submission of approved IPCRs (targets and accomplishments) monitored/followed-up and received IPCRs reviewed and report of IPCR ratings submitted to PMT, CSC, and other bodies	Monitors submission, reviews and submit report of performance rating	100% of approved IPCRs received	100% of approved IPCRs received	5	5	4	4.67	




MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PRPEO MFO 8: Implementation of rewards and recognition policies monitored, followed up and facilitated									
Facilitating implementation of rewards and recognition	Percentage of IPCR with Outstanding ratings submitted to PMT for further review and forced rank to determine the 5% qualified for step increment based on merit	Encodes and sorts performance ratings of all employees who submitted IPCR in order to identify those with Outstanding rating	100% of received IPCRs with Outstanding rating	100% of received IPCRs with Outstanding rating	5	5	5	5.00	
	Percentage implementation of loyalty award	Prepares Loyalty Award Certificates and Pins	100% of entitled employees given the award	100% of entitled employees given the award	5	5	5	5.00	
Total Over-all Rating								68.67	
MIRIAM M. DE LA TORRE		Average Rating :		4.905	Comments & Recommendations for Development Purposes:  <i>Has potential to innovate. Needs more mentoring to prepare her to assume as head in one office under ODAHRD.</i>				
		Additional Points:							
		Punctuality		0.00					
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.905					
		ADJECTIVAL RATING							

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: **MIRIAM M. DE LA TORRE**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
1	Reviews and signs/certifies leave credits on leave applications	Signed/Certified Leave applications	July	July-December	Daily within July-December	Impressive		
2	Reviews and countersigns payroll for salary of Part Time Instructors	Payroll of Part Time Instructors reviewed/checked	July	July-December	Monthly w/n July-December	Very Impressive		
4	Prepares/Revised Quality Procedure for Performance Management of VSU Faculty & Staff	QP for PM	July	July-December	Within period October-Dec	Very Impressive		
	Coordinates conduct of written psychological exams for clerks, drivers, and security guards	Written psychological exam conducted	July	July-December	September	Impressive		
5	Reviews and countersigns Contracts/appointments of JO workers	Countersigned Contracts/Appointments	July	July-December	Daily w/n period of July-Dec	Very Impressive		
6	Prepares New Service Card for JO workers	New Service Card	July	July-December	Daily within July-December	Very Impressive		
7	Updates Service Cards of JO workers	Updated Service Card	July	July-December	Daily within July-December	Very Impressive		
8	Encodes appointments of JO workers	JO database	July	July-December	Daily within July-December	Very Impressive		
9	Prepares masterlist of JO workers	JO Masterlist	July	December	Daily within July-December	Very Impressive		
10	EncodesPDS & Philhealth of JO workers	JO Personal profile	July	July-December	Daily within July-December	Very Impressive		
11	Monitors submission of IPCR, reviews and submit report of performance rating	Approved IPCR received	July	July-December	July-December	Impressive		
12	Encodes performance ratings and prepares list for submission to PMT & Awards Committee for review to determine those qualified for PBB, Step Increment based on merit & also University awards	List of performance rating	July	July-December	Within the period July-December	Impressive		
	Prepares Loyalty Award Certificates and Pins	Loyalty Certificates & Pins	August	August-Sept	W/n the month of September	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: JULY-DECEMBER 2019

Name of Staff: MIRIAM M. DE LA TORRE

Position: Administrative 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				
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

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.





Total Score					
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	59				
Average Score	4.92				

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

  
**LOURDES B. CANO**  
Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: PRPEO

Head of Office: LOURDES B. CANO

Number of Personnel: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		October 8, 2019 (w/ PRPEO staff)			discussed possible changes in org. with the new org. structure approved - conduct of work to prepare function of OHHM for BOR approval
Coaching	Nov. 20, 2019	Nov. 14, 2019			Minam to prepare draft memo re: submission of OPCR/IPCD  meeting to prepare CAP. Minam assigned to prepare draft memo

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

Conducted by:

  
**LOURDES B. CANO**  
Director for Admin & HRD

Noted by:

\_\_\_\_\_  
Next Higher Supervisor



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIRIAM M. DE LA TORRE  
Performance Rating: July-December 2019

Aim: To become more effective and efficient HR practitioner.

Proposed Interventions to Improve Performance: Attendance to trainings/S-W/Conventions on HRManagement

Date: Target Date:

First Step: Update herself on the new developments/policies and laws related to HR management.

Result: Was able to apply in the daily work the new trends

Date: Target Date:

Next Step:

Outcome:

Final Step/Recommendation:

Benchmarking in a CSC accredited/awardee institution on PRIME-HRM.

Prepared by:

LOURDES B. CANO  
Unit Head

Conforme:

MIRIAM M. DE LA TORRE  
Administrative Officer III