



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	4.85	70%	3.395
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.871

TOTAL NUMERICAL RATING:

4.871

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.871

FINAL NUMERICAL RATING

4.871

ADJECTIVAL RATING:

Outstanding

Prepared by:

FLORANTE G. DIDAL
Name of Staff

Reviewed by:

REGINA C. BIBERA
Department/Office Head

Recommending Approval:

HONEY SOFIA V. COLIS
Dean/Director

Approved:

REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Florante G. Didal, of the Office of the Head of Payroll and Leave Benefits 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 to June 2021**.

FLORANTE G. DIDAL

Ratee

Approved:

REGINA C. BIBERA

Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration Support Service									
UMFO5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO aligned management and administrative support services									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODHRM MFO 1: Administrative and support services Management									
<u>OHPLB MFO 1: Administrative and support services Management</u>	PI 1. Efficient & customer friendly frontline service	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 2. No. of linkages with external agencies maintained	Maintains Linkages with external agencies.	1 agency- GSIS	1 agency- GSIS	5	5	5	5	
<u>ODHRM MFO 5: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</u>									
<u>OHPLB MFO 2: Efficient and Effective implementation of the</u>	PI 40. Percentage updating of employee leave records and balances in the HRIS	Updates leave cards and encode recent leave balance in the HRIS	100% of updating of employee leave records and balances in the HRIS	60%	5	5	4	4.67	to be fully accomplished in 2nd half
	PI 44. Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the Edats	Encodes number of service credits granted to the individual records in the HRIS	100% of individual records of faculty granted with Service Credits updated	50%	5	5	4	4.67	to be fully accomplished in 2nd half
	PI 45. Percentage of approved request/recommendation for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	Updates leave status of faculty with approved recommendations to their individual records in the HRIS	100% of leave status of faculty with approved recommendations to their individual records in the HRIS updated	50%	5	5	4	4.67	to be fully accomplished in 2nd half
	PI 50. Percentage processing of applications for loan with GSIS as alternate AAO	Approves/Certifies GSIS loan application in the AAO system	100% processing of applications for loan with GSIS as alternate AAO	100%	5	5	5	5	
<u>OTHER FUNCTIONS UNDER ODHRM MFO 5: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</u>									
	PI 58. Percentage of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	Prepares payroll for salary and preparation pay of part-time instructors	100% of monthly payroll and preparation pay prepared and processed within the prescribed period	100%	5	5	5	5	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 58.a Percentage of personnel records encoded in the payroll system database	Encode PT instructors records in the payroll system database	100% of PT Instructors records updated in the payroll system database	100%	5	5	5	5	
	PI 58.b 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	
	PI 58.c Percentage of Report of Maximum Contact Hours received, filed and encoded in the database	Receive, file and encode Report of Maximum Contact Hours of part-time instructors in the payroll system database	100%	100%	5	5	5	5	
	PI 61. No. of Payslips prepared/generated and released	Prepares/generate Payslips of Part-time instructors	332 Payslips generated, printed and released	426 Payslips generated, printed & released	5	5	5	5	
	PI 63. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Prepares Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	NOSI=65, NOSA=738	NOSI=68, NOSA=749	5	5	5	5	
	PI.64 Percentage of processed leave request	Processes, records and signs leave applications of regular and casual/contractual employees and computes tardiness and undertime on DTR'S	100%	100%	5	5	4	4.67	
Total Over-all Rating								63.68	
FLORANTE G. DIDAL		Average Rating :		4.85	Comments & Recommendations for Development Purposes: With his willingness and competence to accomplish assigned responsibilities more than the customary function of an Adm Aide IV, he should be considered in the ranking for any vacant higher position.				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.85					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:

REGINA C. BIBERA

Head, OHPLB

Date: _____

Recommending Approval:

HONEY SOFIA V. COLIS

OIC Director, ODHRM

Date: _____

Approved by:

REMBERTO A. PATINDOL

Vice President for Admin & Finance

Date: _____

Legend:

1 - Quality 2 - Efficiency 3- Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHPLB

Head of Office: REGINA C. BIBERA

Number of Personnel: FLORANTE G. DIDAL

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Done weekly	✓				
Coaching Advised to be more meticulous in his performance as a person in charge of NOSA, NOSI, Loyalty Award	✓				

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

Conducted by:

REGINA C. BIBERA
Immediate Supervisor

Noted by:

HONEY SOFIA V. COLIS
Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January-June 2021**

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
Score	Total 59				
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 : To pursue graduate studies


REGINA C. BIBERA
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FLORANTE G. DIDAL

Performance Rating: January- June 2021

Aim: To help him balance his professional and personal life.

Proposed Interventions to Improve Performance: Attendance to ATTAINING WORK-LIFE FLEXIBILITY webinar

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


REGINA C. BIBERA
Unit Head

Conforme:


FLORANTE G. DIDAL
Administrative Aide IV