

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	4.78	70%	3.346
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.795</b>

TOTAL NUMERICAL RATING: 4.795

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.795

FINAL NUMERICAL RATING **4.795**

ADJECTIVAL RATING: **Outstanding**


Prepared by:

  
**REGINA C. BIBERA**  
AO II

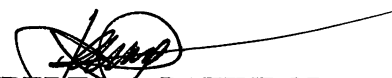
Reviewed by:

  
**TERESITA L. QUINANOLA**  
Head, PRPEO

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 **July 1, 2018 to December 31, 2018.**

**REGINA C. BIBERA**  
Ratee

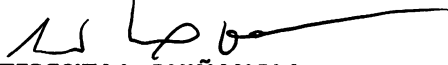
Approved:

  
**TERESITA L. QUINANOLA**  
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>	
PRPEO MFO 1: Administrative and Support Services Management									
Efficient & customer friendly frontline service	Zero percent complaint from clients	Attends to queries and consultation on personnel matters	no complaint	no complaint	5	5	5	5.00	
	No. of certificates	Prepares certificate of : maternity leave/ terminal leave balance/ and LWOP	10	47	5	5	5	5.00	
PRPEO MFO 7: Implementation of approved personnel benefits									
Percentage of CSC/DBM rules and policies on leave administration complied/ implemented	No. of leave applications	Processes, encodes and countersigns leave applications of regular employees and computes tardiness and undertime on DTR'S	1800	1850	5	5	3	4.33	
	No. of leave cards	Audits of leave balances	10	11	5	5	4	4.67	
	No. of CTO applications	Computes Compensatory Time Off (CTO) and prepare CTO certificate.	25	30	5	5	4	4.67	
	No. of DTR	Computes total no of credit hrs of faculty for the purpose of granting service credits	20	24	5	5	4	4.67	
	No. of DTR/CSR	Cross-checks data on DTR/CSR against monthly leave report.	3500	3550	5	5	3	4.33	
	No. of reports	Prepares monthly report of absences and undertime for regular staff	6	6	5	5	3	4.33	
	No. of reports	Prepares leave without pay report for regular staff	6	6	5	5	5	5.00	
	No. of records	Records No. of Service Credits Granted to individual leave card	50	70	5	5	5	5.00	
	No. of Retirees	Prepares/submit to Budget Office supporting documents of retirees for Terminal Pay	5	11	5	5	5	5.00	
	No. of Leave Records	Reviews inclusive period of LWOP for purposes of: - issuance of notice of step increment and -issuance of service record for retirement and GSIS maturity benefits	50	92	5	5	5	5.00	
	No. of Leave Cards	Updates Leave status	250	300	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: Compliance to ISO 9001:2015 documentation requirements									
	Percentage implementation of work instructions	Implement assigned work instructions	100% implemented	100% implemented	5	5	5	5.00	
PRPEO MFO 9: Percentage compliance to 5S on office and documents management									
	Percentage implementation of 5S	Implement 5S in the office	100% 5S compliant as to Office set-up	100% 5S compliant as to Office set-up	5	5	4	4.67	
PRPEO MFO 12: Compliance to HR Accreditation									
	Number of PRIME-HRM core area evidences/documents facilitated and gathered ready for CSC accreditation	Gathers requested evidences/documents for PRIME-HRM core areas ready for submission to CSC and display at HR Accreditation Center for inspection and assessment by CSC team	2 core areas	2 core areas	5	5	5	5.00	
	Percentage compliance of requested HR evidences for updating of PRIME-HRM based on latest indicators displayed at HR Accreditation Center	Produce requested HR evidences/documents for updating of PRIME-HRM based on latest indicators at HR Accreditation Center	100% compliant of requested HR evidences in PRIME-HRM	100% compliant of requested HR evidences in PRIME-HRM	5	5	5	5.00	
Total Over-all Rating								81.33	
<div>REGINA C. BIBERA</div>		Average Rating :		4.78	Comments & Recommendations for Development Purposes:  Implementation of an updated version of biometrics will facilitate the workload of Ms. Bibera especially with the increasing number of personnel.				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.78					
		ADJECTIVAL RATING		Outstanding					


Evaluated & Rated by:

  
**TERESITA L. QUIÑANOLA**  
 Head, PRPEO  
 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: JULY-DECEMBER 2018

Name of Staff: REGINA C. BIBERA

Position: 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		58/12 = (4.83)				

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						

Overall recommendation :

Outstanding

Teresita L. Quiñanola  
TERESITA L. QUIÑANOLA  
Head of Office