

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	4.93	70%	3.451
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.927

TOTAL NUMERICAL RATING: 4.927

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.927


FINAL NUMERICAL RATING 4.927

ADJECTIVAL RATING: Outstanding

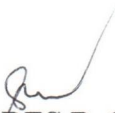
Prepared by:


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 **January 1, 2019 to June 30, 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 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 leave applications	Reviews and signs/certifies leave credits on leave applications	150	350	5	5	5	5.00	
	No. of payrolls	Reviews and countersigns payroll for salary of Part Time Instructors	50	100	5	5	5	5.00	
	No. of SALNs reviewed, summarized and submitted to CSC and Ombudsman	Reviews and summarizes SALNs and submits report to CSC and Ombudsman	666	657	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	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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 complaint	5	5	5	5.00	
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	700	982	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	700	1,482	5	5	5	5.00	
PRPEO MFO 7: Percentage of 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	

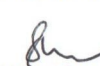
MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PRPEO MFO 8: Implementation of rewards and recognition policies monitored, followed up and facilitated									
Facilitating implementation of rewards and recognition	Percentage of IPCR ratings submitted to PMT and PRAISE for review to determine those qualified for PBB and University awards	Encodes performance ratings and prepares list for submission	100% of IPCR ratings submitted to PMT	100% of IPCR ratings submitted to PMT	5	5	5	5.00	
	Percentage of deserving employees endorsed to PRAISE and Awards Committee for further review as potential nominee for University Awards	Gather and prepare list of employees with Outstanding ratings per approved IPCR as potential nominees to University Awards	100% of deserving employees included and endorsed	100% of deserving employees included and endorsed	5	5	5	5.00	
Total Over-all Rating								69.01	
MIRIAM M. DE LA TORRE		Average Rating :		4.93	Comments & Recommendations for Development Purposes: <i>Needs to attend training in computer operation using HRIS.</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.93					
		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: _____

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*	Over-all assessment of output**	Remarks/ Recommendation
1.	Reviews and signs/certifies leave credits on leave applications	Signed/Certified leave applications	April	April-June	Daily within the period of April-June	Impressive		
2.	Reviews and countersigns payroll for salary of Part Time Instructors	Payroll of Part Time Instructors reviewed and checked	April	April-June	Daily within the period of April-June	Impressive		
3.	Reviews and summarizes SALNs and submits report to CSC and Ombudsman	SALN report	March	March-June	Daily within the period of March-June	Very Impressive		
4.	Prepares Quality Procedure for Performance Management of VSU Faculty and Staff	QP for PM	June	June	June	Very Impressive		
5.	Reviews and countersigns Contracts/appointments of JO workers	Countersigned Contracts/Appointments	January	January-June	Daily within the period of January-June	Very Impressive		
6.	Prepares New Service Card for JO workers	New Service Card	January	January-June	Daily within the period of January-June	Very Impressive		
7.	Updates Service Cards of JO workers	Updated Service Card	January	January-June	Daily within the period of January-June	Very Impressive		
8.	Encodes appointments of JO workers	JO database	January	January-June	Daily within the period of January-June	Very Impressive		
9.	Prepares masterlist of JO workers	JO Masterlist	January	June	Daily within the period of January-June	Very 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
1.0	Encodes PDS & Philhealth of JC workers	JO Personal profile	January	January-June	Daily within the period of January-June	Very Impressive		
1.1	Monitors submission of IPCR, reviews and submit report of performance rating	Approved IPCR received	January	January-June	January-June	Needs improvement		
1.2	Encodes performance ratings and prepares list for submission to PMT and Awards Committee for review to determine those qualified for PBB, Step Increment based on merit, and also University awards	List of performance rating	January	April	April	Needs improvement		

* 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: MIRIAM M. DE LA TORREPosition: 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

Total Score

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

Average Score

4.92

Overall recommendation :


LOURDES B. CANO
 Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIRIAM M. DE LA TORRE
Performance Rating: January-June 2019

Aim: To become more effective and efficient HR practitioner.

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

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