



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	4.96	70%	3.472
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.917	30%	1.475
TOTAL NUMERICAL RATING			4.947

TOTAL NUMERICAL RATING: 4.947
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.947

FINAL NUMERICAL RATING 4.947

ADJECTIVAL RATING: **Outstanding**

Prepared by:


FLORANTE G. DIDAL
Name of Staff

Reviewed by:


HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval:


LOURDES B. CANO
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 RSP and Personnel Records 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 to December 31, 2020.**

FLORANTE G. DIDAL

Ratee

Approved:

HONEY SOFIA V. COLIS

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	
UGAS5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS/HRM STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRSPPR STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Provides better customer service experience to all clients	95% of clients rated services as very satisfactory or higher	95%	5	5	5	5	
	PI 2. Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	Carry out all administrative and HR processes in accordance with existing approved quality procedures	100% processes implemented according to QP	100%	5	5	5	5	
	PI 3. Number/percentage updating and uploading of HRIS	Update leave cards for uploading to HRIS	50% leave balances encoded to the HRIS	50% of leave balances	5	5	5	5	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									
OHRSPPR STO 3: ARTA aligned frontline services	PI 4. Efficient & customer friendly frontline service	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	1 complaint from clients justified favorably	5	4	5	4.67	Findings and justifications submitted to ODQA
UMFO6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODAS/HRM GASS 1: Administrative and Support Services									
OHRSPPR GASS 1: Administrative and Support Services	PI 5. Number of monetization requests computed and processed	Compute and process requests for monetization of leave credits	Monetization 118	Monetization 118	5	5	5	5	
	PI 6 Percentage of qualified GSIS loan applications confirmed and approved	Confirms and approved applications for GSIS loan	100% of qualified application approved	100% of qualified loan application approved	5	5	5	5	
	PI 7. No. of linkages with external agencies maintained	Maintain 1 linkage with external agency	1 agency- GSIS	1 agency- GSIS	5	5	5	5	
	PI 8. No. of council/board/committee assignments served/functions performed	Serve as member of the committee for Loyalty Awards	1 committee- Loyalty Award	1 committee- Loyalty Award	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	
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement									
OHRSPPR GASS 7: PRIME-HRM compliant Recruitment, Selection &	PI 9. Percentage of online applicant endorsed for profiling and shortlisting.	Download and print attachments from online applicants and endorse to staff in charge for profiling and shortlisting	100% of online application endorsed	100% of online application endorsed	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services									
OHRSPPR GASS 8: PRIME-HRM compliant Performance Management services	PI 10. Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	Computes amount to implement step increment based on merit	100% implementation	100% implementation	5	5	5	5	
OHRSPPR GASS 10: PRIME-HRM Aligned Rewards & Recognition Services	PI 11. Percentage implementation of loyalty awards	Identifies and prepares masterlist of Qualified Employee for Loyalty Award	100% implementation	100% implementation	5	5	5	5	
OHRSPPR GASS 11: Payroll and Leave benefits Services	PI 12. Percentage of payroll for part-time instructors prepared	Prepares payrolls for Part-time Instructors	100% implementation	100% implementation	5	5	5	5	
	PI 13. 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 14 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	100% implementation	100% implementation	5	5	5	5	
	PI 15. Number of Daily Time Records (DTR), applications for leave of regular/casual/contractual checked, computed and processed	Processes, computes, encodes, sorts, checks and countersigns DTRs (Regular, Casual and Contractual employees) and leave applications of faculty and staff	DTR=1400 Leave App=1400	DTR=1425 App=1635	5	5	4	4.67	
	PI 16. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Prepares Notice of Step Increments (NOSI) and Notice of Salary Adjustments (NOSA)	670 NOSA 150 NOSI	750 NOSA 144 NOSI -length of service 33 NOSI - Meritorious	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	
Total Over-all Rating								79.34	
FLORANTE G. DIDAL		Average Rating :		4.96	Comments & Recommendations for Development Purposes: <i>He is a very dependable and committed worker, To help reduce stress and burnout in the workplace he is recommended to participate in Work-life flexibility training/seminar amidst pandemic.</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.96					
		ADJECTIVAL RATING		OUTSTANDING					

Evaluated & Rated by:



HONEY SOFIA V. COLIS

Head, RSPPRO

Date: _____

Recommending Approval:



LOURDES B. CANO

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: OHRSPPR

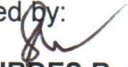
Head of Office: HONEY SOFIA V. COLIS

Number of Personnel: FLORANTE G. DIDAL

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Every 1st week of the month or when the need arises	✓				
Coaching Provide advises to ensure that timely and appropriate steps are done to keep work on track	✓				

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

Conducted by:

HONEY SOFIA V. COLIS
 Immediate Supervisor

Noted by:

LOURDES B. CANO
 Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1, 2020 to December 31, 2020**

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				
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	4.917				

Overall recommendation : He is a very dependable & committed employee. He is very careful & conscientious in the implementation of salary related policies and guidelines.

Honey
HONEY SOFIA V. COLIS
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FLORANTE G. DIDAL
Performance Rating: January- December 2020

Aim: To be able to adjust to the changes brought about by the pandemic.

Proposed Interventions to Improve Performance: Attendance to training on Work-life Flexibility.

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Attendance to trainings and Seminars were not advised due to Covid-19 pandemic.

Prepared by:

Honey
HONEY SOFIA V. COLIS
Unit Head

Conforme:

FLORANTE G. DIDAL
Administrative Aide IV