

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF**

Rating Period: JANUARY TO JUNE 2018

Name of Administrative Staff: MIRIAM M. DE LA TORRE

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.472
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.95

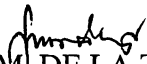
TOTAL NUMERICAL RATING: 4.95

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: Outstanding


Prepared by:


MIRIAM M. DE LA TORRE
Name of Staff


Reviewed by:


TERESITA L. QUINAÑOLA
Department/Office Head

Recommending Approval:


LOURDES B. CANO
Director for Admin & HRD

Approved:


REMBERTO A. PATINDOL
VP 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, 2018 to June 30, 2018.**

Approved:


MIRIAM M. DE LA TORRE
 Ratee

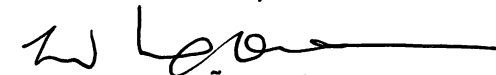

TERESITA L. QUINANOLA
 Head of Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PRPEO MFO 1: 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 2: Efficient and effective talent sourcing and screening using approved criteria									
Psychological exams and Skills Test coordination	No. of psychological exams & skills test	Coordinates conduct of written psychological exams & skills test for clerks, drivers, and security guards	2	3	5	5	5	5.00	
PRPEO MFO 3: 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 Regular, Casual, Contractual Employees, and 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 Regular, Casual, Contractual Employees, & 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	Encodes PDS & Philhealth of JO workers	700	1,482	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 5: Percentage of EOP compliant performance management system administered and submission of IPCRs monitored									
IPCR submission monitoring	Percentage submission of approved IPCRs monitored/followed-up and received	Monitors submission of approved IPCRs by faculty and staff	100% of approved IPCRs received	100% of approved IPCRs received	5	5	5	5.00	
EDP submission monitoring	Percentage implementation of development planning of individual employees	Monitors submission of Employee Development Plan	100% of received IPCRs w/ EDP	100% of received IPCRs w/ EDP	5	5	5	5.00	
PRPEO MFO 6: Implementation of rewards and recognition policies monitored, followed up and facilitated									
Facilitating implementation of rewards and recognition	Percentage of IPCR ratings submitted to PMT for review to determine those qualified for PBB	Encodes performance ratings of all employees who submitted IPCR	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	
PRPEO MFO 7: Implementation of approved personnel benefits									
	Percentage implementation of Productivity Enhance Incentives (PEI) based on DBM guidelines	Prepares and endorses list of qualified employees entitled to receive PEI	100% implemented	100% implemented	5	5	5	5.00	
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	5	5.00	
PRPEO MFO 12: Compliance to HR Accreditation									
	Number of PRIME-HRM core area evidences/documents duly packaged/bookbound and submitted to CSC	Gathers, organizes and packages PMS related documents for submission to CSC and display at HR Accreditation Center ready for inspection and assessment by CSC team	1 core area (PMS)	2 core area (PMS)	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Percentage updating of HR evidences based on latest indicators displayed at HR Accreditation Center	Updates HR evidences/documents based on latest indicators at HR Accreditation Center	100% updating of required HR evidences in PRIME-HRM	100% updating of required HR evidences in PRIME-HRM	5	5	5	5.00	
Total Over-all Rating								84.33	
MIRIAM M. DE LA TORRE		Average Rating :		4.96	Comments & Recommendations for Development Purposes: <i>To attend relevant trainings</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.96					
		ADJECTIVAL RATING		Outstanding					

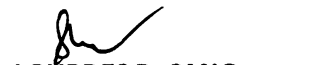
Evaluated & Rated by:


TERESITA L. QUIÑANOLA
Head, PRPEO

Date: _____
1 - Quality 2 - Efficiency 3 - Timeliness

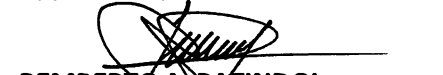
Legend:

Recommending Approval:


LOURDES B. CANO
Director for Admin & HRD

Date: _____
4 - Average

Approved by:


REMBERTO A. RATINDOL
Vice President for Admin & Finance

Date: _____

Instrument for Performance Effectiveness Administrative Staff

Rating Period: JANUARY TO JUNE 2018

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
Total Score		59/12 = 4.92				

Overall recommendation _____


 TERESITA L. QUIÑANOLA
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODAHRD


Head of Office: LOURDES B. CANO

Number of Personnel: Miriam M. de la Torre

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
September 11, 2018		Group monitoring of preparations			For PRIME HRM on-line Assessment
September 12, 2018		Review of evidences per area			
September 21, 2018		Staff meeting			Re: Packaging of documents
Coaching					

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

Conducted by:


LOURDES B. CANO
 Immediate Supervisor

Noted by:


REMBERTO A. PATINDOL
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIRIAM M. DE LA TORRE

Performance Rating: Outstanding

Aim: _____

Proposed Interventions to Improve Performance: Attend relevant trainings

Date: _____ Target Date: _____

First Step:

Result:


Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


TERESITA L. QUINANOLA
Unit Head

Conforme:


MIRIAM M. DE LA TORRE
Ratee – AO III