



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **REGINA C. BIBERA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.905	70%	3.434
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.880	30%	1.464
TOTAL NUMERICAL RATING			4.898

TOTAL NUMERICAL RATING: 4.898

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.898

FINAL NUMERICAL RATING 4.898

ADJECTIVAL RATING: Outstanding

Prepared by:


REGINA C. BIBERA
Name of Staff

Reviewed by:


HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval:


HONEY SOFIA V. COLIS
Dean/Director

Approved:


DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **REGINA C. BIBERA**, In charge of Payroll and Leave Benefits 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-June 2022


REGINA C. BIBERA
Ratee

Approved:


HONEY SOFIA V. COLIS
Head of Unit


GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan to December)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
ODHRM STO 1: ISO 9001:2015 aligned documents									
OHPLB STO 1: ISO 9001:2015 aligned documents	PI 1. Number of required mandatory operations manuals prepared and submitted	Draft letter request asking the HRIS Team to provide or cascade a user manual on how to navigate/use the two HRIS system (Payroll & Edats)	2	N/A	5	5	5	5	For 2nd semester
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 2. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	Provides related documents for PRIME-HRM Level 3 accreditation	50%	50%	5	5	4	4.67	
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									
OHPLB GASS 1: Administrative and Support Services Management	PI 3. Percentage of administrative services and financial/administrative documents acted within time frame	Reviews inclusive period of LWOP and prepares Certification for purposes of - issuance of service record for retirement and GSIS maturity benefits	30 Certifications of Leave Without Pay for GSIS Policy Maturity claims prepared	34%	5	5	4	4.67	
	PI 4. Number of linkages with external agencies maintained	Maintains Linkages with external agencies.	1-DBM	1-DBM	5	5	5	5	
	PI 5. Efficient & customer-friendly frontline service	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	Zero complaint	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development	PI 6. Percentage compliance on PRIME-HRM Standards, Policies & Practices	Revises and integrate Detailed Work Instructions with the new System (HRIS)	100% compliant	N/A					For 2nd semester
	PI 7. Compliance of HRM Practices to ISO 9001:2015 standards	Implement ISO-aligned HR processes	100% compliant	100%	5	5	5	5	
ODHRM GASS 2.4: Efficient and effective Implementation of the Payroll and Leave Benefits systems, policies and processes									
ODHRM GASS 3: Efficient and effective Implementation of the Payroll and Leave Benefits systems.	PI 8 Number of reports submitted to budget office for DBM funding	Prepares Annual Report for Retirement Gratuities and Terminal Leave	1 Report for Retirement Gratuities and Terminal Leave prepared and submitted	1	5	5	5	5	
	PI 12 Percentage of CTO applications checked and computed	Computes Compensatory Time Off (CTO) and prepare CTO certificate.	100% implementation	100% implementation	5	5	5	5	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan to December)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
policies and processes	PI 9 Percentage of proportionate vacation pay of faculty on teacher's leave computed and processed for	Computes proportionate mid-term pay and prepares mid-term pay certificates	100%	100%	5	5	5	5	
	PI 10 Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the Edats	Computes credit hrs of faculty for the purpose of granting service credits & prepares Certificates of Service Credits	100%	100%	5	5	5	5	
	PI 11 Percentage of leave cards updated for Service Credits earned and encoded to the individual records in the Edats	Records Service Credits granted to individual leave card	100%	100%	5	5	4	4.67	
	PI 13 Percentage of approved request/recommendation for faculty on their leave status for the semester encoded in the eDATS for proper	Encodes/Updates approved leave status of Faculty in the eDATS	100%	100%	5	5	4	4.67	
	PI 15. Number of payroll for book allowance of all VSU Scholars prepared and processed within the prescribed period	Supervises and monitors the timely and orderly preparation of payroll for Book allowance of scholars.	1 payroll	1 payroll	5	5	5	5	
	PI 16. Number of monthly payroll prepared for RATA and honorarium of entitled officials.	Supervises and monitors the timely and orderly preparation of monthly payroll for RATA and honorarium of entitled officials	12 monthly payroll	50 monthly payroll	5	5	5	5	
								68.67	
Total Over-all Rating								68.67	
REGINA C. BIBERA		Average Rating :		4.905	Comments & Recommendations for Development Purposes: Recommended to participate in any management/supervisory training.				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.905					
		ADJECTIVAL RATING		Outstanding					


Evaluated & Rated by:


HONEY SOFIA V. COLIS
 OIC, Director, ODHRM
 Date: _____

Recommending Approval:


HONEY SOFIA V. COLIS
 OIC, Director, ODHRM
 Date: _____

Approved by:


DANIEL LESLIE S. TAN
 Vice President for Admin & Finance
 Date: _____

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 2022 to June 2022**

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
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	83				
Average Score	4.88				

Overall recommendation : _____


HONEY SOFIA V. COLIS
 OIC-Director, ODHRM

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHPLB

Head of Office: HONEY SOFIA V. COLIS

Number of Personnel: REGINA C. BIBERA

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	✓	Thru staff meeting on: Jan. 3, 2022 Feb. 2-4, 2022 Feb. 8,10, 2022 March 29, 2022			
Coaching	✓				

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

Conducted by:

HONEY SOFIA V. COLIS
Immediate Supervisor

Noted by:

DANIEL LESLIE S. TAN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REGINA C. BIBERAPerformance Rating: January-June 2022Aim: To improve supervisory skills.Proposed Interventions to Improve Performance: Participate in In-house seminar on supervisory or leadership skillsDate: Jan. 2, 2022 Target Date: June 2022request CSC 8 for In-House Training / Course in Supervisory Skills

Result:

Date: Jul. 1, 2022 Target Date: 3rd or 4th Q of CY 2022

Next Step:

Conduct of In-House Supervisory Dev. Course with CSC 8 Technical Experts as Resource Person.

Outcome:

Final Step/Recommendation:

Prepared by:

HoneyHONEY SOFIA V. COLIS

Unit Head

Conforme:

REGINA C. BIBERA
Administrative Officer II