



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARILY V. SEVILLE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING

4.57

ADJECTIVAL RATING:

"VS"

Prepared by:


MARILY V. SEVILLE
Name of Staff


Reviewed by:


MIRIAM M. DE LA TORRE
Department/Office Head

Recommending Approval:


HONEY SOFIA V. COLIS
Dean/Director

Approved:

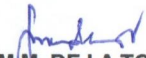

DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARILY V. SEVILLE**, Administrative Aide III of the Office of the Head of Recruitment, Selection & Placement and Personnel Records (OHRSPPR), commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July - December 2022**.


MARILY V. SEVILLE
Ratee


Approved:


MIRIAM M. DE LA TORRE
OIC-Head, OHRSPPR

GASSs/PAPs	Success Indicators	Task Assigned	Target (July - Dec 2022)	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%	4	4	5	4.33	
	PI 3. Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	Assists in Implementing all adm. & ISO aligned HR processes	100% processes implemented according to QP	100%	5	5	5	5.00	Zero NC during surveillance audit
	PI 6. Percentage of PRIME-HRM maturity level 3 accreditation evidences under RSP, PM & R&R prepared and submitted for approval	Assists in Preparation of evidences for PRIME HRM level 3	50% of required evidences for RSP level 3 prepared and submitted	N/A					still waiting for the new PRIME-HRM assessment tool from CSC Central Office
	PI 7. Percentage of ISO evidences compliant with existing OHRSPPR quality procedures kept intact and readily available to Auditor	Provides support in record keeping of ISO evidences	100% ISO compliant evidences	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									
OHRSPPR STO 3: ARTA aligned frontline services	PI 9. Efficient & customer friendly frontline service	Attends to queries and consultation on HR matters	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	


GASSs/PAPs	Success Indicators	Task Assigned	Target (July - Dec 2022)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO6: General Administrative and Support Services (GASS)									
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 & Placement	PI 54. Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	Reviews applicants' profile for administrative positions, screens, evaluates and prepares preliminary and comparative assessments	42 positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	38 positions with applicants profile prepared, screened, interviewed/evaluated 24/38 comparative assessments prepared	4	4	4	4.00	
		Total Over-all Rating		Comments & Recommendations for Development Purpose:					
		Average Rating	4.67						
		Adjectival Rating							

Evaluated & Rated by:


MIRIAM M. DE LA TORRE
 OIC-Head, OHRSPPR

Date: _____

Approved by:


HONEY SOFIA V. COLIS
 OIC-Director, ODHRM


DANIEL LESLIE S. TAN
 VP for Admin & Finance

Date: _____

Legend: 1 - Quality 2 - Efficiency 3- Timeliness 4 - Average

Comments & Recommendations for Development Purposes:

Knows the tasks and can work with less supervision but need to focus on details in order to avoid errors.



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July- December 2022**

Name of Staff: **Marily M. Seville**

Position: **Administrative Aide III**

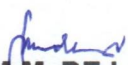
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
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					
Average Score	52/12 = 4.33				

Overall recommendation : _____


MIRIAM M. DE LA TORRE
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHRSPPR

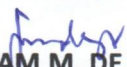
Head of Office: MIRIAM M. DE LA TORRE

Name of Personnel: MARILY V. SEVILLE

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	✓	✓			
Coaching	✓	✓			

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

Conducted by:


MIRIAM M. DE LA TORRE
 OIC-Head, OHRSPPR

Noted by:


HONEY SOFIA V. COLIS
 OIC-Director, ODHRM

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARILY V. SEVILLE

Performance Rating: July 1, 2022 – December 31, 2022

Aim: To become an effective & efficient support staff in HR

Proposed Interventions to Improve Performance:

Date: July 1, 2022 Target Date: December 31, 2022

First Step: Attendance to trainings related to RSP

Result: Applied the learnings in the day-to-day work

Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Attend more trainings related to RSP

Prepared by:


MIRIAM M. DE LA TORRE
OIC-Head, OHRSPPR

Conforme:


MARILY V. SEVILLE
Name of Ratee Faculty/Staff