



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	4.945	70%	3.461
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.882	30%	1.465
TOTAL NUMERICAL RATING			4.926

TOTAL NUMERICAL RATING: 4.926
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.926

FINAL NUMERICAL RATING 4.926

ADJECTIVAL RATING: Outstanding

Prepared by:


REGINA C. BIBERA
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, Regina C. Bibera, 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-December 31, 2020**


REGINA C. BIBERA
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	Zero NC during surveillance audit
	PI 3. Number/percentage updating and uploading of HRIS	Update leave cards for uploading to HRIS	50% of Service records and leave balances encoded to the HRIS	50% of Service records and leave balances	5	5	4	4.67	
	PI 4. Percentage of PRIME-HRM maturity level 3 accreditation evidences under RSP, PM & R&R prepared and submitted for approval	Assist in the gathering of requested evidences/documents for PRIME-HRM maturity level 3 accreditation under RSP, PM & R&R ready for submission and approval	75% of required evidences for RSP level 3 prepared and submitted	75% of required evidences for RSP level 3 prepared and submitted	5	5	5	5	
	PI 5. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	Assists in the gathering and compilation of ISO evidences compliant with existing ODAS/HRM quality procedures	100% ISO compliant evidences	100% ISO compliant evidences readily available	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 6. 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	5	5	5	Findings and justifications submitted to ODQA
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS/HRM STO 4: Innovations & new Best Practices Development Services									

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OHRSPPR STO 4: Innovations & new Best Practices Development Services	PI 7. Number of draft Operations Manual and revised existing manual prepared	Draft leave manual and revises the procedure on the processing of Terminal Pay	1 Leave Manual 1 HR system Guideline/Procedure on Processing of Terminal Pay	1 Leave Manual drafted 1 Work instruction on processing of Terminal Leave prepared	5	5	5	5	DWI on: Proportionate Summer Pay Preparation of Cert. of Overtime Credits Annual Report of Retirement Gratuity Issuance of NOSA_NOSI Processing of leave application Salary payroll preparation Processing of Terminal Pay Preparation of Cert. of Overtime Credits Monthly report of absences and undertime
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 8. Number of administrative services and financial/ administrative documents acted within time frame	Compute and process requests for monetization of leave credits and determine total amount of all monetization request for funding	Monetization 150	Monetization 150	5	5	5	5	
	PI 9. No. of linkages with external agencies maintained	Maintain 1 linkage with external agency	CSC	CSC & DBM	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services									
OHRSPPR GASS 10: PRIME-HRM Aligned Rewards & Recognition Services	PI 10. Percentage implementation of loyalty awards	Counterchecks the loyalty awardee masterlist	100% implementation	100% implemented	5	5	5	5	
OHRSPPR GASS 11: Payroll and Leave benefits Services	PI 11. Percentage of Daily Time Records (DTR), applications for leave, and service credits of faculty checked and processed	Computes total no of credit hrs of faculty for the purpose of granting service credits	100% implementation	100% implemented	5	5	4	4.67	
	PI 12. No. of submitted leave applications and DTR's checked and processed	Processes, records and countersigns leave applications of regular employees and computes tardiness and undertime on DTR'S	DTR=1600 Leave Application= 1600	DTR 1610 Leave App.= 1625	5	5	4	4.67	
	PI 13. Percentage of CTO applications checked and computed	Computes Compensatory Time Off (CTO) and prepare CTO certificate.	100% implementation	100% implemented	5	5	4	4.67	
	PI 14. Percentage of leave cards updated for Service Credits earned	Records No. of Service Credits Granted to individual leave card	100% implementation	100% implemented	5	5	5	5	
	PI 15. Percentage Certificates of Service credits prepared	Prepares Certificates of Service Credits	100% implementation	100% implemented	5	5	5	5	
	PI 16. Percentage of leave cards updated for faculty leave status	Updates leave cards of faculty with approved leave status	100% implementation	100% implemented	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	
	PI 17. Percentage of certifications prepared for summer pay of Faculty on Teachers Leave status	Computes proportionate mid-term pay and prepares mid-term pay certificates	100% implementation	100% implemented	5	5	5	5	
	PI 18. Percentage of certifications for LWOP prepared	Reviews inclusive period of LWOP and prepares Certification for purposes of - issuance of service record for retirement and GSIS maturity benefits	100% implementation	100% implemented	5	5	5	5	
	PI 19. Percentage of LWOP reports of regular staff prepared	Prepares leave without pay report of regular staff	100% implementation	100% implemented	5	5	5	5	
	PI 20. Percentage of terminal leave benefits computed, prepared and submitted to DBM for funding	Audit leave records for Terminal Pay and transfer of leave credits	100% implementation	100% implemented	5	5	5	5	
	PI 21. Percentage of certificates prepared for Maternity leave, Terminal leave balance and LWOP	Prepares certificate of : maternity leave/ terminal leave balance/ and LWOP	100% implementation	100% implemented	5	5	5	5	
	PI 22. Percentage of terminal applications processed.	Search documents from records/archives to support terminal leave benefits of academic staff for submission to DBM.	100% implementation	100% implemented	5	5	5	5	
	PI 23. No. of reports submitted to budget office for DBM funding	Prepares Annual Report for Retirement Gratuities and Terminal Leave	1	1	5	5	5	5	
	PI 24. Percentage of retireable employees endorsed for funding of terminal pay	Prepares/submit to Budget Office supporting documents of retirees for Terminal Pay	100% implementation	100% implemented	5	5	5	5	
Total Over-all Rating								118.68	
REGINA C. BIBERA		Average Rating :		4.945	Comments & Recommendations for Development Purposes: <i>She is recommended for trainings on Work-life Flexibility and Supervisory Skills.</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING							
		ADJECTIVAL RATING							

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: REGINA C. BIBERA

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 - Ask guide questions - Listen & empower - Coach in the moment	/				

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: **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	4.882				

Overall recommendation : She ~~has~~ is a very diligent worker and has great attention to details and accuracy.

Honey

HONEY SOFIA V. COLIS
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REGINA C. BIBERA
Performance Rating: July-December 2020

Aim: To make himself further understand the value of working together towards effective customer service.

Proposed Interventions to Improve Performance: Attendance to Developing Effective Work Teams seminar and supervisory skills training.
Date: _____ Target Date: _____

First Step:

Result:


Date: _____ Target Date: _____

Next Step:


Outcome: Attendance to trainings is still not advised due to covid-19 pandemic.

Final Step/Recommendation:

Prepared by:


HONEY SOFIA V. COLIS
Unit Head

Conforme:


REGINA C. BIBERA
Administrative Officer II