



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MIRIAM M. DE LA TORRE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any: -


TOTAL NUMERICAL RATING: 4.94

FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:


 19 JUL 2023
MIRIAM M. DE LA TORRE
Name of Staff

 20 JUL 2023
HONEY SOFIA V. COLIS
Immediate Supervisor

Recommending Approval:

 20 JUL 2023
HONEY SOFIA V. COLIS
OIC-Director for HRM

Approved:

 24 JUL 2023
DANIEL LESLIE S. TAN
VP for Admin & Finance

RECEIVED
009-082
24 JUL 2023
gjs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Miriam M. De la Torre, of RSPPRO and PMRRO 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, 2023 to June 30, 2023.

Approved:

[Signature]
MIRIAM M. DE LA TORRE
Ratee

[Signature]
HONEY SOFIA V. COLIS
Director, HRMO

MFO & PAPs	Success Indicator	Tasks Assigned	Target (Jan-Dec 2023)	Actual Accomplishment (January-June 2023)	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									
OHRSPPR & OHPMRR MFO 1: ISO 9001:2015 aligned documents									
ISO 9001:2015 aligned documents and compliant processes	PI 1. Number of existing quality procedures maintained/improved	Maintain/Improve existing ISO-aligned quality procedures	3 (PM, RR, & RSP)	3 (PM, RR, & RSP)	5	5	5	5.00	
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
OHRSPPR & OHPMRR MFO 2: Innovations and Best Practices									
Innovations and Best Practices	PI 2. Number of HR Information Systems continually improved/implemented	Implement and enhance HRIS on RSP and follows-up development of PM & RR modules in HRIS	1	1	5	5	5	5.00	RSP
	PI 3. 100% of faculty and staff with licensure notified for renewal of PRC or BAR identified card	Notifies faculty and staff for the renewal of PRC/BAR license	100%	100%	5	5	5	5.00	
UMFO 6: General Administration and Support Services (GASS)									
VPAF GASS 1: Administrative & Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									
OHRSPPR & OHPMRR MFO 3: Administrative and Support Services Management									

MFO & PAPs	Success Indicator	Tasks Assigned	Target (Jan-Dec 2023)	Actual Accomplishment (January-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative and support services	PI 4. Percentage of administrative documents acted within time frame	Reviews and acts on administrative documents within time frame	100%	100%	5	5	5	5.00	
	PI 5. No. of linkages with external agencies maintained	Maintain linkages with external agencies	11	12	5	5	5	5.00	CSC Region, CSC WLC, GSIS Maasin, DBM RO8, COA, PASUC Zonal Center, PASUC national, CHED RO8, Pagibig Ormoc, Philhealth Ormoc, & Ombudsman
	PI 6. No. of staff directly supervised, monitored and coordinated	Supervises, monitors and coaches/mentors staff	9	9	5	5	5	5.00	
	PI 7. Number of major university committee assignments served/functions performed	Perform/Serve committee assignments/functions	4	4	5	5	5	5.00	APB, NAPB, PMT, & SIAC
	PI 8. Efficient & customer friendly frontline service	Serves clientele with very satisfactory service	Zero complaint (addressed feedback, if applicable)	Zero complaint	5	5	5	5.00	
ODHRM GASS 2: Efficient and effective Human Resource Management and Development									
OHRSPPR & OHPMRR MFO 3: Efficient and effective Human Resource Management and Development									
	PI 9. Percentage compliance on PRIME-HRM Level II Standards, Policies & Practices	Implement PRIME-HRM standards, policies and practices	100% compliant	100% compliant	4	5	5	4.67	
OHRSPPR MFO 3.1: Efficient and effective implementation of the Recruitment, Selection and Placement and Personnel Records System and Processes									

MFO & PAPs	Success Indicator	Tasks Assigned	Target (Jan-Dec 2023)	Actual Accomplishment (January-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Recruitment, Selection, Placement and Personnel Records Services	PI 10. Percentage of validated and approved appointments by CSC	Monitors submission of complete and approved appointments to CSC	100% (250/250)	100% (164/164)	5	5	5	5.00	
	PI 11. Number of applicable vacant positions filled-up within prescribed period	Facilitates and monitors filling-up of applicable vacant positions within prescribed period	40	65	5	5	4	4.67	
	PI 12. Number of proposals pertaining to abolition and creation of positions submitted to DBM	Facilitates creation and upgrading of faculty and administrative positions	2	2	5	5	5	5.00	
	PI 13. Number of faculty appointed for permanency	Facilitates appointment of qualified faculty for permanency	5	12	5	5	5	5.00	
	PI 14. Number of JO/Part-time contracts processed	Reviews and signs JO contracts	800	829	5	5	5	5.00	Part-time - 70 JO - 750
	PI 15. Percentage of personnel service records maintained	Reviews and signs Service Record and COE of employees and JO workers	100% (700/700)	100% (1000/1000)	5	5	5	5.00	
	PI 16. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	Monitors updating and maintenance of HR esystems	4	4	5	5	5	5.00	
OHPMRR MFO 3.2: Performance Management and Rewards and Recognition Services									
Performance Management and Rewards and Recognition Services	PI 17. Percentage of received IPCRs reviewed and validated	Review approved IPCRs as to correctness of average rating and completeness of signatories and supporting documents	100%	100%	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target (Jan-Dec 2023)	Actual Accomplishment (January-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 18. Number of report of performance rating prepared and submitted to higher offices	Prepares and submits report of performance rating	3	1	5	5	5	5.00	
	PI 19. Number of evaluation of JO performance tabulated	Summarize and analyze tabulated performance evaluation of JO workers	1,000	613	5	5	4	4.67	
	PI 20. Number of university employees awarded after rigid screening during anniversary celebrations	Gather and prepare list of employees with Outstanding ratings per approved IPCR as potential nominees for university awards	50	54	5	5	5	5.00	
	PI 21. Number of report on comments and recommendations for development purposes prepared and submitted	Prepares and submits report on comments and recommendations for development purposes to L&D for HR intervention	1	1	5	5	4	4.67	
	PI 22. Number of employees given loyalty award	facilitates preparation of Loyalty Award Certificates and Pins	70	N/A					(for Jul-Dec rating period)
	PI 23. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	Facilitates nomination documents packaging for submission to CSC	6	14	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target (Jan-Dec 2023)	Actual Accomplishment (January-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 24. Percentage of employees identified as top ranking and given step increment based on merit	Gather and prepare list of employees with Outstanding ratings per approved IPCR as potential nominees for step increment based on meritorious performance	5%	5%	5	5	5	5.00	
Total Over-all Rating								113.67	
		Average Rating :		4.94	Comments & Recommendations for Development Purposes: <i>effectively managed the RSPPR Team to deliver the tasks.</i> <i>Continue to undergo supervisory dev. courses + participation in prof. dev. for registrars.</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.94					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:


HONEY SOFIA V. COLIS
Immediate Supervisor

Date: 21 JUL 2023

Recommending Approval:


HONEY SOFIA V. COLIS
OIC Director for HRM

Date: 21 JUL 2023

Approved by:


DANIEL LESLIE S. TAN
Vice President for Admin & Finance

Date: 24 JUL 2023

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: ODHRM-OHPMRR

Head of Office: Honey Sofia V. Colis

Number of Personnel: 1 (Miriam M. De la Torre)

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

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

Conducted by:

Honey Sofia V. Colis 21 JUL 2023
HONEY SOFIA V. COLIS
 Immediate Supervisor

Noted by:

Daniel Leslie S. Tan 24 JUL 2023
DANIEL LESLIE S. TAN
 Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2023

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		60				
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		24				
Average Score		99% or				

Overall recommendation

: Continue to undergo supervisory dev. courses + participation in professional dev for registrar.

21 JUL 2023

HONEY SOFIA V. COLIS

Printed Name and Signature

Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIRIAM M. DE LA TORRE

Performance Rating: January-June 2023

Aim: To develop and/or acquire supervisory skills.

Proposed Interventions to Improve Performance:

Date: January 1, 2023

Target Date: June 30, 2023

First Step: Delegate supervisory functions and leadership role on the staff and JO workers of RSPPR and PMRR.

Result: Had performed supervisory/leadership roles to staff and JO workers.

Date: _____ Target Date: _____

Next Step: Do coaching and mentoring from time to time on case to case or if the need arises.

Outcome: _____

Final Step/Recommendation:

Continue to undergo supervisory development course and participation in professional development.

Prepared by:

Honey 24 JUL 2023
HONEY SOFIA V. COLIS
Unit Head

Conforme:

Miriam 24 JUL 2023
MIRIAM M. DE LA TORRE
AO III