



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	4.91	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
TOTAL NUMERICAL RATING			4.904

TOTAL NUMERICAL RATING: 4.904

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.904

FINAL NUMERICAL RATING 4.904

ADJECTIVAL RATING: Outstanding

Prepared by:


MIRIAM M. DE LA TORRE
Name of Staff

Reviewed by:


HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval:


HONEY SOFIA V. COLIS
Dean/Director

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Miriam M. De la Torre, of the Office of the Head of Performance Management and Rewards and Recognition (OHPMRR) 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, 2021 to June 30, 2021.**

Approved:


MIRIAM M. DE LA TORRE
Ratee


HONEY SOFIA V. COLIS
OIC Director, ODHRM

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment (January-June)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO aligned management and administrative support services									
ODHRM MFO: ISO aligned Personnel Records Development and Management Services									
OHPMRR MFO 1: ISO 9001:2015 aligned documents and compliant processes									
ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage compliant to ISO-aligned documents and compliant processes	Implement ISO-aligned HR documents and processes	100% compliant	100%	5	5	5	5	
UMFO 6: General Administration Support Service									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODHRM MFO 1: Administrative and support services Management									
OHPMRR MFO 2: Administrative and Support Services									
Administrative and support services	PI 2. Efficient & customer friendly frontline service	Serves clientele with very satisfactory service	100% of clients served Very Satisfactory	100% of clients served Very Satisfactory	5	5	5	5	
	PI 3. No. of linkages with external agencies maintained	Maintain linkages with external agencies	2 (CSC Region & Ombudsman)	2 (CSC Region & Ombudsman)	5	5	5	5	
	PI 4. No. of ad hoc committee assignments served/functions performed	Perform assignments in Ad Hoc committees	2 (PMT& PRAISE)	2 (PMT& PRAISE)	5	5	5	5	


ODHRM MFO 2: IMPLEMENTATION OF THE RECRUITMENT, SELECTION AND PLACEMENT SYSTEM									
Recruitment, Selection, and Placement Services	PI 5. Percentage of JO contracts/appointments received reviewed and countersigned	Reviews and countersigns appointments of JO workers	100% of received appointment	100% of received appointment	5	5	5	5	
	PI 6. Percentage of JO new service cards prepared	Prepares New Service Card for JO workers	100% new service Cards prepared	100% new service Cards prepared	5	5	4	4.67	
	PI 7. Percentage of JO Service Cards updated	Updates Service Cards of JO workers	100% Service Cards updated	100% Service Cards updated	5	5	4	4.67	
	PI 8. Percentage of JO records encoded	Encodes appointments, personal profile of JO workers	100% of JO records encoded	100% of JO records encoded	5	5	5	5	
	PI 9. List of Job Orders prepared & submitted to higher office	Prepares and submits list of JO workers to higher office	3 List of Job Orders prepared & submitted to higher office	3 lists (DBM for Gratuity Pay; PASUC for vaccination; CSC for database updating)	5	5	5	5	
ODHRM MFO 4: Efficient and Effective implementation of the university Performance Management and Rewards and Recognition systems, policies, processes and practices									
OHPMRR MFO 3: Performance Management and Rewards and Recognition Services									
Performance Management and Rewards and Recognition Services	PI 10. Percentage of employees monitored their submission and actually submitted their IPCRS	Monitors submission of approved IPCRs and received were reviewed	100% of employees monitored their submission and actually submitted their IPCRS	100% of employees monitored their submission and 98% actually submitted their IPCRS	5	5	4	4.67	
	PI 11. Number of performance evaluation summary result prepared and submitted (PMT, CSC & QAC)	Prepares and submits performance report of rating	3 performance evaluation summary result prepared and submitted (PMT, CSC & QAC)	1 performance evaluation summary result prepared and submitted (QAC)	5	5	5	5	

PI 12. Number of evaluation of JO performance tabulated	Encodes and tabulate performance evaluation	700 evaluation of JO performance tabulated	623 evaluation of JO performance tabulated	5	5	5	5	
PI 13. 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	20 university employees awarded after rigid screening during anniversary celebrations	91 employees awarded after rigid screening during anniversary celebrations	5	5	5	5	60 Service Awards 26 Mt. Pangasugan Awards 5 Special Awards
PI 14. Summary of the ratings and qualitative comments prepared and submitted to L & D Office for analysis and input to L & D interventions	Prepares summary of ratings and qualitative comments of JO evaluation and all received Employee Dev't Plan (EDP) of employees endorsed and submitted to L and D office for analysis and input to L & D interventions	1 Summary of the ratings and qualitative comments prepared and 100% of received EDP submitted and endorsed to L & D Office for analysis and input to L & D interventions	2 Summary of the ratings and qualitative comments prepared and 100% of received EDP submitted and endorsed to L & D Office for analysis and input to L & D interventions	5	4	4	4.33	
PI 15. Number of employees given loyalty awardees every September and paid loyalty bonus	facilitates preparation of Loyalty Award Certificates and Pins	50 employees given loyalty awardees every September and paid loyalty bonus						For 2nd half


PI 16. 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	4 deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	5 employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	5	5	5	5	
PI 17. 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 meritorious awards	100% of deserving employees included and endorsed	100% of deserving employees included and endorsed	5	5	5	5	
PI 18. Number of performance management and rewards and recognition systems compliant to level 3 of PRIME-HRM prepared, submitted and approved by CSC (SPMS & PRAISE)	Assist in the review and improvement of performance management and rewards and recognition systems of the university (SPMS & PRAISE) ready for level 3 PRIME-HRM compliant for submission to CSC	2 systems (SPMS & PRAISE)	1 system (SPMS)	5	5	5	5	Submitted to CSC for approval
PI 19. Percentage of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center	Gather and package needed documents for level 3 accreditation	100% of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center						For 2nd half

ODHRM MFO 6: Innovations & new Best Practices Development Services									
OHPMRR MFO 4: Innovations & new Best Practices									
Innovations and Best Practices	PI 20. Number of entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required (SPMIS)	Facilitates university entry to the DAP search for 2021 Government Best Practice recognition	1 entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required (SPMIS)	N/A					Dependent on the schedule of DAP calling for submission of entry
Additional activities not identified in the target	PI 21. No. of existing Quality Procedures revised/improved	Revise and improve existing Quality Procedures	2 Quality Procedures revised and improved	2 existing Quality Procedures revised and improved	5	5	5	5	
	PI 22. Percentage of SALNs reviewed and submits report to Ombudsman and CSC	Reviews and summarizes SALNs and submits report to Ombudsman and CSC	100% of received SALNs reviewed and report submitted to Office of Ombudsman and CSC	100% of received SALNs reviewed and report submitted to Office of Ombudsman and CSC	5	5	5	5	
Total Over-all Rating								93.34	
MIRIAM M. DE LA TORRE		Average Rating :		4.91	Comments & Recommendations for Development Purposes: 				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.91					
		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:


REMBERTO A. PATINDOL
 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 to June 2021

Name of Staff: Miriam M. De La Torre

Position: AO 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					

Overall recommendation : _____

Honey

Honey Sofia V. Colis
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

/	1 st	QUARTER
/	2 nd	
	3 rd	
	4 th	

Name of Office: Office of the Performance Management & Leave Benefits

Head of Office: Miriam De La Torre

Number of Personnel: 5

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	/ via virtual meeting and face to face	/ frequent virtual meetings		Submission of accom. Report.	
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:



REMBERTO A. PATINDOL
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIRIAM M. DE LA TORRE

Performance Rating: January-June 2021

Aim: Improve employee's existing competencies & skills to support the organization's goals.

Proposed Interventions to Improve Performance:

Date: Oct. 6, 2021 Target Date: Oct. 2021

First Step:

Recommend to OVPAP & OP for the participation of Ms. Torre for the supervisory development course (SDC)

Result:

Date: Oct. 6, 2021 Target Date: Dec. 2021 (subject to availability of CSC Resource Persons)

Next Step: Actual attendance to the SDC by the participant

Outcome: _____

Final Step/Recommendation:

Prepared by:


HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Conforme:


MIRIAM M. DE LA TORRE
AO III