



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MERLE N. GRAVADOR**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.72 | 70% | 3.304 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75 | 30% | 1.425 |
| TOTAL NUMERICAL RATING | | | 4.729 |

TOTAL NUMERICAL RATING: 4.729

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.729

FINAL NUMERICAL RATING 4.729

ADJECTIVAL RATING: Outstanding

Prepared by:

MERLE N. GRAVADOR
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, Merle N. Gravador, 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

mmg
MERLE N. GRAVADOR
Ratee

Approved:

Honey
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% | 4 | 5 | 5 | 4.67 | |
| | 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 line with existing approved quality procedures | 100% processes implemented according to QP | 100% | 5 | 5 | 5 | 5.00 | Zero NC during surveillance audit |
| | PI 3. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED, QAC and other regulatory bodies | Serve as liaison officer for VSU to agencies within Tacloban City during this time of pandemic | 1 IPCR CY 2019 to CSC 1 SALN CY 2019 to Ombudsman | 1 IPCR CY 2019 to CSC 1 SALN CY 2019 to Ombudsman | 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 4. Efficient & customer friendly frontline service | Attends to queries and consultation on personnel matters | Zero percent complaint from clients served | Zero percent complaint from clients served | 4 | 5 | 5 | 4.67 | |
| 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 5. Number of administrative services and financial/ administrative documents acted within time frame | Receive and release requests/recommendations for APB/NAPB deliberations and requests for GSIS loan confirmation | NAPB requests (100) APB requests (100) GSIS loan applic. (100) | NAPB requests (115) APB requests (205) GSIS loan applic. (230) | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| | PI 6 Percentage of recommendations endorsed to appropriate Personnel Board/Office of the President | Receives/releases doc. Incoming/outgoing doc. for processing and approval by President | 100% implementation | 100% implementation | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| | PI 7 Percentage of documents distributed to recipients in the cc (courtesy copy) list | Photocopies documents and distribute to recipients in the cc (courtesy copy) list | 100% implementation | 100% implementation | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| | PI 8. No. of linkages with external agencies maintained | Maintains linkages with external agencies | 2 agency (DBM, GSIS) | 2 agency (DBM, GSIS) | 5 | 5 | 5 | 5.00 | She was on Work From Home since Sept. 2020 |


| GASSs/PAPs | Success Indicators | Tasks Assigned | Target (January-December 2020) | Actual Accomplishments | Rating | | | | Remarks |
|---|--|--|---|---|----------------|----------------|----------------|----------------|--|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| 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 9. Percentage of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President | Distributes notices, minutes and excerpts of APB/ NAPB meetings | 100% implementation | 100% implementation | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| | PI 10. Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed | Receive and review approved appointments and endorses to staff in charge for service record posting | 200 appointments 500 JO contracts | 225 appointments 705 JO contracts | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| VPAF GASS 2: Human Resource Management and Development | | | | | | | | | |
| ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services | | | | | | | | | |
| OHRSPPR GASS 8: PRIME-HRM compliant Performance Management services | PI 11. Percentage submission of IPCRs followed up and received IPCRS reviewed and report of IPCR ratings submitted to PMT for immediate action | Receive IPCRs and endorses to staff in charge for review and recording | 100% of submitted IPCRs received and endorsed | 100% of IPCRs submitted received and endorsed | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| OHRSPPR GASS 10: PRIME-HRM Aligned Rewards & Recognition Services | PI 12. Percentage implementation of loyalty awards | Records and releases payroll for loyalty bunos | 100% implementation | 100% implementation | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| OHRSPPR GASS 11: Payroll and Leave benefits Services | PI 13. Percentage of payroll, vouchers, PACS for personnel benefits prepared, reviewed and released | Records and releases payroll, for salary and other benefits of employees | 100% implementation | 100% implementation | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| | PI 14. Percentage of DTR received and endorsed | Receive DTRs and endorses to staff-in-charge for recording and monitoring | 100% implementation | 100% implementation | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| | PI 15. Number of DTR checked for tradiness and undertime while on work from home arrangement | Check and compute Daily Time Records (DTR) for tardiness and undertime | 670 | 670 | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| | PI 16 Percentage of applications for leave, and service credits of faculty checked and processed | Receives, records, facsimile and endorses approved leave application to staff-incharge for computation of leave balances | 100% implementation | 100% implementation | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| | PI 17 Percentage of maternity and terminal leave applications | Receives, records, facsimile and endorses maternity and terminal leave application to staff-incharge for computation of leave balances then forward to OP for approval | 100% implementation | 100% implementation | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |

| GASSs/PAPs | Success Indicators | Tasks Assigned | Target (January-December 2020) | Actual Accomplishments | Rating | | | | Remarks |
|------------------------------|---|--|--------------------------------|------------------------|--|----------------|----------------|----------------|--|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| | PI 18 Percentage of certifications of service credits released | Release certifications of service credits | 100% implementation | 100% implementation | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| | PI 19. Percentage of terminal leave benefits computed, prepared and submitted to DBM for funding | Release terminal leave documents to the proper office for processing | 100% implementation | 100% | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| | PI 20. Number of Cert. of Service Record, Certificate of Employment, Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released | Record and release NOSI for approval of the University President | 100 NOSI | 100 NOSI | 5 | 5 | 4 | 4.67 | She was on Work From Home since Sept. 2020 |
| Total Over-all Rating | | | | | | | | 94.34 | |
| MERLE N. GRAVADOR | | Average Rating : | | 4.72 | Comments & Recommendations for Development Purposes: | | | | |
| | | 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: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1, 2020 to December 31, 2020**

Name of Staff: **MERLE N. GRAVADOR**

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 | 57 | | | | |
| Average Score | 4.75 | | | | |

Overall recommendation : Mrs. Gravador has always been hardworking and cooperative worker


HONEY SOFIA V. COLIS
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: HONEY SOFIA V. COLIS

Number of Personnel: MERLE N. GRAVADOR

| Activity Monitoring | MECHANISM | | | | Remarks |
|--|------------|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring Every 1st week of the month or when he need arises | ✓ | | | | |
| Coaching - listening & motivating - orienting to implement & scrutinize submitted documents/reports - are using ISO-aligned forms/templates | ✓ ✓ | | | | |

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MERLE N. GRAVADOR**

Performance Rating: **July-December 2020**

Aim: To build a good relationship with the clients/customers.

Proposed Interventions to Improve Performance: Attendance to Effective Customer Service training/seminar

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: Mrs Gravador will be retiring effective January 1, 2021. She was on work from home arrangement since September 2020.

Final Step/Recommendation:

Prepared by:


HONEY SOFIA V. COLIS
Unit Head

Conforme:


MERLE N. GRAVADOR
Administrative Aide III