



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CARREN MAE B. VILBAR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.90

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: **Outstanding**


Prepared by:


CARREN MAE B. VILBAR
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, Carren Mae B. Vilbar, of the Personnel Records and Performance Evaluation Office 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-June 30, 2020**.


CARREN MAE B. VILBAR
Ratee

Approved:



HONEY SOFIA V. COLIS
Head of Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5. SUPPORT TO									
OVPAF MFO 1: ISO-aligned Management and Administrative Support Services									
ODAHRD MFO 1: ISO-aligned Personnel Records Development and Management Services									
PRPEO MFO 1: ISO-aligned Personnel Records	PI 1. Percentage compliant of all HR processes to ISO Standards	Implement ISO-aligned HR processes	100% compliant	100%	5	5	5	5	
	Percentage of office documents filed	Files and retrieves office documents	100% compliant	100%	5	5	4	4.67	
UMFO6: General Administrative and Support Services (GASS)									
OVPAF MFO2: Administrative and Support Management Services									
ODAHRD MFO2: Human Resource Management and Development Services									
PRPEO MFO2: Human Resource Management and Development Services	PI 2. Efficient & customer-friendly frontline services	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	no valid complaint	5	5	5	5	
	PI 3. Percentage of acted financial and administrative documents within delegated authority within one day from receipt	Assists in receiving and releasing of financial and administrative documents	100% of documents	100%	5	5	5	5	
	PI 4. No. of linkages with external agencies maintained	Maintains linkages with external agencies	2 agencies (PASUC 8 Zonal Center, CHED 8)	2 agencies (PASUC 8 Zonal Center, CHED 8	5	5	5	5	


PRPEO MFO3: Administration of Salary, Leave and other benefits of employee	PI 6. Percentage of Daily Time Records (DTR), applications for leave, and service credits of faculty checked and processed	Sorts, checks and monitors submission of DTR	100% implementation	100%	5	5	4	4.67	
	PI 8. Number of updated Service Record, Certificate of Employment, Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Prepares and releases Service Records and Certificates of Employment. Prepares list of qualified personnel who are entitled for Step Increment	60 Service Records 50 Cert. of Employment 12 Lists of Step Increment	Service Records = 141 Cert. of Employment = 266 6 Lists of Step Increment	5	5	4	4.67	To be fully accomplished on the next rating period
	PI 8.1 Percentage of appointments for newly hired employee received and posted	Posts and records appointments for newly hired employee in the Service Card	100% implementation	100%	5	5	5	5	
	PI 8.2 Percentage of Service Cards updated	Updates Service Cards of regular, casual and contractual employees	100% Service Cards updated	100%	5	5	5	5	
ODAHRD MFO3: ARTA, FOI and Data Privacy aligned services									
PRPEO MFO4: ARTA, FOI and Data Privacy aligned services	PI 12. Percentage of external clients served and rated the service received as Very Satisfactory or higher	Serves clientele with very satisfactory service	100% of clients served rated the service as Very Satisfactory or higher	100%	5	5	5	5	
ODAHRD MFO4: PRIME-HRM compliant in RSP, PM, L&D and R&R									
PRPEO MFO5: PRIME-HRM compliant in Recruitment, Selection and Placement (RSP)	PI 13. Percentage of required RSP evidences packaged for PRIME-HRM Level III accreditation	Assists in the gathering of requested evidences/documents for PRIME-HRM core areas (RSP)	100% of required evidences on RSP	100%	5	5	5	5	
	PI 14. Number of Personnel Boards/Committee assignments performed	Acts as assistant secretary during NBC 461 Committee meetings and evaluation	1 committee (NBC 461 Committee)	1 committee (NBC 461 committee)	5	5	5	5	
	PI 15. Percentage of applicants for administrative positions profiled	Maintains and updates Applicant profile database	100% implementation	100%	5	5	5	5	
	PI 16. Percentage of pre and final assessment (comparative assessment) of job applicants prepared and submitted for NAPB recommendation	Provides a detailed applicant information to the Staff Incharge for comparative assesment	100% implementation	100%	5	5	5	5	
	PI 17. Percentage of NBC 461 CCE Folders submitted for evaluation	Receives and releases NBC 461 CCE folders	100% implementation	100%	5	5	5	5	

PRPEO MFO6: PRIME-HRM compliant in Performance Management (PM)	PI 20. Percentage of required PM evidences packaged for PRIME-HRM Level III accreditation	Assists in the gathering of requested evidences/documents for PRIME-HRM core areas (PM) ready for submission to CSC and display at HR Accreditation Center for inspection and assessment by CSC team	100% of required evidences on PM	100%					To be accomplished on December 2020
PRPEO MFO7: PRIME-HRM compliant in Reward and Recognition (R&R)	PI 24. Percentage implementation of loyalty awards	Assist in the preparation of masterlist of Qualified Employee for Loyalty Award	100% implementation	100%					To be fully accomplished on December 2020
ODAHRD MFO5: Innovations/changes for continued Improvement or Improved Services									
PRPEO MFO8: Innovations/changes for continued Improvement or Improved Services	PI 25. Number of Quality Procedures revised	Provides assistance in the crafting of Revised Quality Procedures for the issuance of Service Records	1 Quality Procedure (Revised QP on the Issuance of Service Records)	1 QP					To be fully accomplished on December 2020
Total Over-all Rating								74.01	
CARREN MAE B. VILBAR		Average Rating :	4.93	Comments & Recommendations for Development Purposes:					
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING	4.93						
		ADJECTIVAL RATING							


Evaluated & Rated by:


HONEY SOFIA V. COLIS
 Head, RSPPRO
 Date: _____

Recommending Approval:


LOURDES B. CANO
 Director for Admin & HRD
 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 1, 2020 to June 30, 2020**

Name of Staff: **Carren Mae B. Vilbar**

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
Total Score		58.00				

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		58.00				
Average Score		4.83				

Overall recommendation

: *Ms. Vilbar has excellent working attitude. She is an integral part of the office especially in the personnel info system + reclassification of faculty members.*
Honey

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: PRPEO

Head of Office: Honey Sofia V. Colis

Number of Personnel: Ms. Carren Mae B. Vilbar

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Every 1st week of the month to keep work performance + output on track	✓				
Coaching • Impart skills on document preparation + lay-outting • Listen + engage	✓ ✓				

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

Conducted by:
Honey Sofia V. Colis
 Immediate Supervisor

Noted by:
Carren Mae B. Vilbar
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Carren Mae B. Vilbar

Performance Rating: January-June 2020

Aim: To equip herself with the necessary knowledge and understanding of her job as assistant secretary of the evaluation committee for NBC 461.

Proposed Interventions to Improve Performance: Attendance to national conference training on NBC 461

Date: January 2020 Target Date: June 2020

First Step: Check with DBM, CHED or PASUC on conference/ seminar on NBC 461 - 8th cycle policy & guideline.

Result: As of the present, DBM-CHED-PASUC did not issue yet a policy on the implementation of NBC 461 - 8th cycle reclassification, hence, no call for seminar/conference.

Date: _____ Target Date: _____

Next Step: Wait for circular from the concerned agencies.

Outcome: _____

Final Step/Recommendation: Meanwhile, Ms. Vilbar is recommended to attend seminars (1h-hour) for dDRC.

Prepared by:

HONEY SOFIA V. COLIS
Unit Head

Conforme:

CARREN MAE B. VILBAR
Administrative Aide III