

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: REGINA C. BIBERA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.81	70%	3.367
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.816

TOTAL NUMERICAL RATING: 4.816

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.816


FINAL NUMERICAL RATING 4.816

ADJECTIVAL RATING: Outstanding


Prepared by:


REGINA C. BIBERA
AO II


Reviewed by:


LOURDES B. CANO
Director for Admin & HRD

Recommending Approval:


LOURDES B. CANO
Director for Admin & HRD

Approved:



REMBERTO A. PATINDOL
Vice President for Admin & Finance

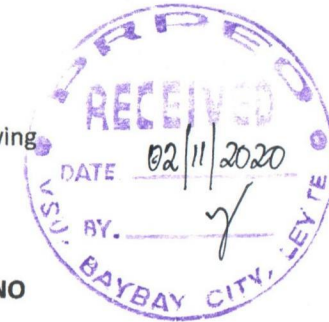
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Regina C. Bibera, 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 **July 1, 2019 to December 31, 2019.**


REGINA C. BIBERA
Ratee

Approved:


LOURDES B. CANO
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 OPERATIONS									
OVPAF MFO 1: ISO Aligned Management and Administrative Support Services									
ODAHRD MFO 1: ISO Aligned Personnel Records Development and Management Services									
PRPEO MFO 1: Implementation of mandatory personnel salary and benefits									
	No. of DTR	Computes total no of credit hrs of faculty for the purpose of granting service credits	20	70	5	5	4	4.67	
	No. of leave applications	Processes, encodes and countersigns leave applications of regular employees and computes tardiness and undertime on DTR'S	800	925	5	5	3	4.33	
	No. of leave cards	Audit leave record for Terminal Pay and transfer of leave credits	10	17	5	5	4	4.67	
	No. of certificates	Prepares certificate of : maternity leave/ terminal leave balance/ and LWOP	20	53	5	5	5	5.00	
	No. of reports	Prepares leave without pay report of regular staff	6	6	5	5	4	4.67	
	No. of CTO applications	Computes Compensatory Time Off (CTO) and prepare CTO certificate.	25	33	5	5	4	4.67	
	No. of certificates	Computes proportionate mid-term pay and prepares mid-term pay certificates	100	105	5	5	5	5.00	


Control No. 039

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	No. of Leave Records	Reviews inclusive period of LWOP for purposes of: - issuance of service record for retirement and GSIS maturity benefits	25	45	5	5	5	5.00	
	No. of Retirees	Prepares/submits to Budget Office supporting documents of retirees for Terminal Pay	10	17	5	5	5	5.00	
PRPEO MFO 4: Administrative and Support Services Management									
	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	no complaint	no complaint	5	5	5	5.00	
	No. of leave cards	Updates Leave Status	300	350	5	5	4	4.67	
	No. of records	Records No. of Service Credits Granted to individual leave card	60	75	5	5	5	5.00	
	No. of certificates	Prepares Certificates of Service Credits	60	75	5	5	4	4.67	
	No. of Retirees	Search documents from records/archives to support terminal leave benefits of academic staff for submission to DBM.	2	5	5	5	5	5.00	
Total Over-all Rating								67.33	


REGINA C. BIBERA

Average Rating :	4.810	Comments & Recommendations for Development Purposes: <i>Needs mentoring to assume higher HR functions in other areas</i>
Additional Points:		
Punctuality	0.00	
Approved Additional points (with copy of approval)		
FINAL RATING	4.810	
ADJECTIVAL RATING	Outstanding	


Evaluated & Rated by:


LOURDES B. CANO
Director for Admin & HRD
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

PERFORMANCE MONITORING FORM

Name of Employee: REGINA C. BIBERA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
1	Computes total no of credit hrs of faculty for the purpose of granting service credits	Computed total no. of credit hrs for service credits of faculty	July	July-December	Weekly within July-December	Very Impressive		
2	Processes, encodes and countersigns leave applications of regular employees and computes tardiness and undertime on DTR'S	computed/encoded total no. of hrs of tardiness & undertime & processed leave applications	July	July-December	Daily within the period of July-December	Needs improvement		
3	Audit leave record for Terminal Pay and transfer of leave credits	Audited leave record of retired/transferred employees	July	July-December	W/n 15 dys after receipt of clearance	Very Impressive		
4	Prepares certificate of : maternity leave/ terminal leave balance/ and LWOP	Prepared maternity/ terminal leave LWOP cert	July	July-December	Daily within July-December	Very Impressive		
5	Prepares leave without pay report of regular staff	Prepared LWOP report of regular staff	July	July-December	Monthly within July-December	Impressive		
6	Computes Compensatory Time Off (CTO) and prepare CTO certificate.	Computed total no. of hrs of CTO & prepared CTO certificate	July	July-December	Weekly within July-December	Impressive		
7	Computes proportionate mid-term pay and prepares mid-term pay certificates	Computed midterm pay & prepared midterm pay cert	December	December	Semi-annually (w/n the period of Dec)	Very Impressive		
8	Reviews inclusive period of LWOP for purposes of: issuance of service record for retirement and GSIS maturity benefits	Reviewed LWOP period on service records	July	July-December	As the need arise w/n the period of July-Dec	Very Impressive		
9	Prepares/submit to Budget Office supporting docts of retirees for Terminal Pay	Terminal Leave pay documents submitted to Budget Office	July	July-December	As the need arise- w/n July-December	Very Impressive		
10	Updates Leave Status	Leave cards of faculty updated	July	July-December	Bi-semester within July-Dec	Very Impressive		
11	Records No. of Service Credits Granted to individual leave card	Service credits recorded to individual leave card	July	July-December	Weekly within July-December	Very Impressive		
12	Prepares Certificates of Service Credits	Certificate of service credits prepared	July	July-December	Weekly within July-December	Very Impressive		
13	Search documents from records/archives to support terminal leave benefits of academic staff for submission to DBM	Terminal leave pay documents of academic staff submitted to DBM	July	July-December	As the need arise- w/n the period of July-Dec	Very Impressive		

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

LOURDES B. CANO

Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2019

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

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Total Score					
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				
Average Score	4.83				

Overall recommendation : _____


LOURDES B. CANO
Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
✓	3 rd	
✓	4th	

Name of Office: PRPEO


Head of Office: LOURDES B. CANO

Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		October 8, 2019 PRPEO staff			discussed possible changes in assignment when the new org. structure is approved - conduct of work to prepare functions as OHRD for DOR approval
Coaching	August 9, 2019				prepare list of faculty w/ consideration of underfunding for use to offset future underfunding

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

Conducted by:


LOURDES B. CANO
Director for Admin & HRD

Noted by:

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REGINA C. BIBERA

Performance Rating: July-December 2019

Aim: Further capacitate on attendance and leave matters.

Proposed Interventions to Improve Performance: Attendance to S-W/conventions/congress about attendance and leave.

Date: _____ Target Date: _____

First Step: Orient and learn herself on biometric system of attendance for its smooth implementation

Result: Met and discussed with superiors on problems encountered relative to the Daily Time Record of faculty

Date: _____ Target Date: _____

Next Step: _____


Outcome: _____

Final Step/Recommendation: Benchmark with other SUCs which have effective and smooth implementation and operation of Biometric system of attendance of their faculty members.

Prepared by:


LOURDES B. CANO
Unit Head

Conforme:


REGINA C. BIBERA
Administrative Officer II