



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **REGINA C. BIBERA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.917	70%	3.442
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.882	30%	1.465
<b>TOTAL NUMERICAL RATING</b>			4.907

TOTAL NUMERICAL RATING:

4.907

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.907

FINAL NUMERICAL RATING

4.907

ADJECTIVAL RATING:

Outstanding

Prepared by:

**REGINA C. BIBERA**  
Name of Staff

Reviewed by:

**HONEY SOFIA V. COLIS**  
Department/Office Head

Recommending Approval:

**HONEY SOFIA V. COLIS**  
Dean/Director

Approved:

**DANIEL LESLIE S. TAN**  
Vice President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **REGINA C. BIBERA**, In charge of Payroll and Leave Benefits 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-December 2022

Approved:

**REGINA C. BIBERA**

Ratee

**HONEY SOFIA V. COLIS**


Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan to December)	Actual Accomplishments (July-Dec 2022)	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
ODHRM STO 1: ISO 9001:2015 aligned documents									
OHPLB STO 1: ISO 9001:2015 aligned documents	PI 1. Number of required mandatory operations manuals prepared and submitted	Coordinate with HRIS Team, in the preparation of 2 user's manual of HRIS system (Payroll and EDATS)	2	2	5	5	4	4.67	
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 2. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	Provide related documents for PRIME-HRM Level 3 accreditation	50%	50%	5	5	5	5.00	
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									
OHPLB GASS 1: Administrative and Support Services Management	PI 3. Percentage of administrative services and financial/administrative documents acted within time frame	Review inclusive period of LWOP and prepare Certification for purposes of - issuance of service record for retirement and GSIS maturity benefits	30 Certifications of Leave Without Pay for GSIS Policy Maturity claims prepared	31	5	5	5	5.00	34 Certs, accomplished during the first Semester
	PI 4. Number of linkages with external agencies maintained	Maintain linkages with external agencies.	1-DBM	1-DBM	5	5	5	5.00	
	PI 5. Efficient & customer-friendly frontline service	Attend to queries and consultation on personnel matters	Zero percent complaint from clients served	Zero complaint	5	5	5	5.00	
VPAF GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development	PI 6. Percentage compliance on PRIME-HRM Standards, Policies & Practices	Revise and integrate Detailed Work Instructions with the new System (HRIS)	100% compliant	100%	5	5	5	5.00	
	PI 7. Compliance of HRM Practices to ISO 9001:2015 standards	Implement ISO-aligned HR processes	100% compliant	100%	5	5	5	5.00	
ODHRM GASS 2.4: Efficient and effective Implementation of the Payroll and Leave Benefits systems, policies and processes									
ODHRM GASS 3: Efficient and effective Implementation of the Payroll and Leave Benefits systems, policies and processes	PI 8 Number of reports submitted to budget office for DBM funding	Prepare Annual Report for Retirement Gratuities and Terminal Leave	1 Report for Retirement Gratuities and Terminal Leave prepared and submitted	1	5	5	5	5.00	
	PI 12 Percentage of CTO applications checked and computed	Compute Compensatory Time Off (CTO) and prepare CTO certificate.	100% implementation	100% implementation	5	5	5	5.00	




GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan to December)	Actual Accomplishments (July-Dec 2022)	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 9 Percentage of proportionate vacation pay of faculty on teacher's leave computed and processed for	Compute proportionate mid-term pay and prepare mid-term pay certificates	100%	100%	5	5	5	5.00	
	PI 10 Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the Edats	Compute credit hrs of faculty for the purpose of granting service credits & prepare Certificates of Service Credits	100%	100%	5	5	4	4.67	
	PI 11 Percentage of leave cards updated for Service Credits earned and encoded to the individual records in the Edats	Update record on service credits granted in individual leave cards	100%	100%	5	5	4	4.67	
	PI 13 Percentage of approved request/recommendation for faculty on their leave status for the semester encoded in the eDATS for proper	Encode/Update approved leave status of Faculty in the eDATS	100%	100%	5	5	5	5.00	
	PI 15. Number of payroll for book allowance of all VSU Scholars prepared and processed within the prescribed period	Supervise and monitor the timely and orderly preparation of payroll for Book allowance of scholars.	1 payroll	21 payroll	5	5	5	5.00	1 payroll, accomplished during the first Semester.
	PI 16. Number of monthly payroll prepared for RATA and honorarium of entitled officials.	Supervise and monitor the timely and orderly preparation of monthly payroll for RATA and honorarium of entitled officials	12 monthly payroll	71 monthly payroll	5	5	5	5.00	50 payroll, accomplished during the first Semester.
	PI 17. Number of Terminal Leave application prepared and processed.	Prepare/submit to Budget Office supporting documents of retirees for Terminal Pay	15	43	5	5	4	4.67	
Total Over-all Rating								78.67	
REGINA C. BIBERA		Average Rating :		4.917	Comments & Recommendations for Development Purposes:  To attend pre-retirement seminar.				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.917					
		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:

  
**DANIEL LESLIE S. TAN**  
 Vice President for Admin & Finance  
 Date: \_\_\_\_\_

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July-December 2022**

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
Score	60				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	83				
Average Score	4.882				

Overall recommendation : *Congratulations on your retirement on March 2023. Deep respect and gratitude on your dedicated services especially on leave administration.*

**HONEY SOFIA V. COLIS**  
OIC-Director, ODHRM

# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
✓	3 <sup>rd</sup>	
✓	4th	

Name of Office: OHPLB

Head of Office: HONEY SOFIA V. COLIS

Number of Personnel: REGINA C. BIBERA

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	✓	✓			
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:

DANIEL LESLIE S. TAN  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **REGINA C. BIBERA**  
Performance Rating: **July-December 2022**

Aim: To improve job performance and satisfaction

Proposed Interventions to Improve Performance: \_\_\_\_\_

Date: July 1, 2022 Target Date: July - Dec 2022

Regular monitoring and providing feedback that are constructive.

Result: employee feels heard and concerns of the unit are addressed.

Date: Oct. 1, 2022 Target Date: Oct - Dec. 2022

Next Step: Continual monitoring of accomplishments.

Outcome: achieved the targets, both individual + office.

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

Honey Sofia V. Colis  
Unit Head

Conforme:

Regina C. Bibera  
Administrative Officer II