



**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	4.835	70%	3.385
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.64	30%	1.392
<b>TOTAL NUMERICAL RATING</b>			4.777

TOTAL NUMERICAL RATING: 4.777

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.777

FINAL NUMERICAL RATING 4.777

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:

REMBERTO A. PATINDOL  
Vice President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Regina C. Bibera**, Head 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 **January-June 2021**

Approved:

**REGINA C. BIBERA**

Ratee

**HONEY SOFIA V. COLIS**

Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January to December)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administration Support Service									
UMFO5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO aligned management and administrative support services									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODHRM MFO 1: Administrative and support services Management									
<u>OHPLB MFO 1:</u> <u>Administrative and support services Management</u>	PI. 1 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	5	5	5	5	
	PI. 2 Number of administrative services and financial/ administrative documents acted within time frame	Reviews inclusive period of LWOP and prepares 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	47 Certifications of Leave Without Pay for GSIS Policy Maturity claims prepared	5	5	5	5	
	PI. 3 No. of linkages with external agencies maintained	Maintains Linkages with external agencies.	1-DBM	1-DBM	5	5	5	5	
ODHRM MFO 5: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and									
<u>OHPLB MFO 2:</u> <u>Efficient and Effective implementation of the</u>	PI 40 Percentage updating of employee leave records and balances in the HRIS	Updates leave cards and encode recent leave balance in the HRIS	100% of updating of employee leave records and balances in the HRIS	50% updated	5	5	4	4.67	to be fully accomplished on the 2nd half
	PI 41 Number of terminal leave benefits prepared, finalized and submitted for release of funds/processing for payment of terminal leave pay	1.) Audit leave records for Terminal Pay and transfer of leave credits and prepares certificate of terminal leave balance, 2.) Search documents from records/archives to support terminal	10 leave records for Terminal Pay and transfer of leave credits with complete supporting documents audited	19 leave records for Terminal Pay and transfer of leave credits with complete supporting documents audited	5	5	5	5	
	PI 41.a. Number of reports submitted to budget office for DBM funding	Prepares Annual Report for Retirement Gratuities and Terminal Leave	1 Report for Retirement Gratuities and Terminal Leave prepared and submitted	1 report	5	5	5	5	
	PI 44 Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the Edats	Computes total no of credit hrs of faculty for the purpose of granting service credits & prepares Certificates of Service Credits	100% approved requests for grant of service credits with complete supporting papers processed	50% Computed and granted service credits & prepared Certificates of Service Credits	5	5	4	4.67	to be fully accomplished 2nd half
	PI 44.b Percentage of leave cards updated for Service Credits earned and encoded to the individual records in the Edats	Records number of Service Credits Granted to individual leave card and encode in the Edats	100% recorded in the individual leave card and encoded in the Edats	50%	5	5	4	4.67	to be fully accomplished 2nd half



GASSs/PAPs	Success Indicators	Task assigned	Target (January to December)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 44.c. Percentage of CTO applications checked and computed	Computes Compensatory Time Off (CTO) and prepare CTO certificate.	100% implementation		5	5	4	4.67	
OTHER FUNCTIONS UNDER ODHRM MFO 5: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices									
	PI.64 Percentage of processed leave request	Processes, records and signs leave applications of regular and casual/contractual employees and computes tardiness and undertime on DTR'S	100%		5	5	4	4.67	
Total Over-all Rating								4.835	
REGINA C. BIBERA		Average Rating :		4.835	Comments & Recommendations for Development Purposes:  To participate in the Supervisory Development Course.				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.835					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:

*Honey*  
**HONEY SOFIA V. COLIS**  
 OIC, Director, ODHRM  
 Date: \_\_\_\_\_

Recommending Approval:

*Honey*  
**HONEY SOFIA V. COLIS**  
 OIC, Director, ODHRM  
 Date: \_\_\_\_\_

Approved by:

*[Signature]*  
**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 2021 to June 2021**

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	Total				
<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	79				
Average Score	4.64				

Overall recommendation : To enhance her leadership skills, she is recommended to participate in Supervisory Development course

  
**HONEY SOFIA V. COLIS**  
Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

/	1 <sup>st</sup>	QUARTER
/	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: Office of the Payroll and Leave Benefits

Head of Office: Regina C. Bibera

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: REGINA C. BIBERA  
Performance Rating: July-December 2020

Aim: To achieve leadership effectiveness

Proposed Interventions to Improve Performance: Participation to Supervisory Development Course – tract 1 (SDC)

Date: \_\_\_\_\_ Target Date: 1<sup>st</sup> week of September 2021

First Step: Submit request to CSC Region 8 for the conduct of SDC 1 and Mrs. Bibera will be recommended as participant

Result: Mrs. Bibera will be among the participants


Date: \_\_\_\_\_ Target Date: Oct-Nov 2021 (depending on the availability of the CSC Resource Persons)

Next Step: Actual attendance to SDC-Tract 1

Outcome: Honed competencies in leadership and supervision of Mrs. Bibera

Final Step/Recommendation:

Prepared by:

  
HONEY SOFIA V. COLIS  
Unit Head

Conforme:

  
REGINA C. BIBERA  
Administrative Officer II