



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P


Name of Administrative Staff: **MIRIAM M. DE LA TORRE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.451
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.464
TOTAL NUMERICAL RATING			4.915

TOTAL NUMERICAL RATING: 4.915  
Add: Additional Approved Points, if any:             
TOTAL NUMERICAL RATING: 4.915

FINAL NUMERICAL RATING 4.915

ADJECTIVAL RATING: Outstanding

Prepared by:   
**MIRIAM M. DE LA TORRE**  
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, Miriam M. De la Torre, 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, 2020 to December 31, 2020**.

Approved:

  
**MIRIAM M. DE LA TORRE**  
 Ratee

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


GASSs/PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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 external clients served and rated the service received as Very Satisfactory or higher	Serves clientele with very satisfactory service	100% of clients served Very Satisfactory	100% of clients served Very Satisfactory	5	5	5	5	
	PI 2. Number of Quality Procedures revised	Revises Quality Procedure for Performance Management of VSU Faculty and Staff	1 Quality Procedure (QP on PM)	2 Quality Procedure (QP on PM)	5	5	5	5	
	PI 3. Percentage implementation of all HR processes in accordance with existing approved quality procedures	Implement ISO-aligned HR processes	100% processes implemented according to QP	100% processes implemented according to QP	5	5	5	5	
	PI 4. Number of Reports submitted to CSC & Ombudsman	Reviews, summarizes and prepared reports of SALNs and performance rating of employees for submission to CSC and Ombudsman	1 IPCR rating 2019 report to CSC; 1 SALN CY 2019 report to Ombudsman & CSC	1 IPCR rating 2019 report to CSC; 1 SALN CY 2019 report to Ombudsman & CSC	5	5	5	5	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									
OHRSPPR STO 3: ARTA aligned frontline services	PI 5. 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	
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS/HRM STO 4: Innovations & new Best Practices Development Services									
OHRSPPR STO 4: Innovations & new Best Practices Development Services	PI 6. Number of existing HR policy manuals revised to be Level 3 compliant & submitted to CSC for approval	Drafts some revision on PM system for integration in HRMIS for level 3 compliant	1 PRIME HRM Level 3 compliant HR Policy manual (SPMS)	1 PRIME HRM Level 3 compliant HR Policy manual (SPMS)	5	5	5	5	




GASSs/PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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 7. No. of linkages with external agencies maintained	Maintains linkages with external agencies	(CSC, DBM, CHED, Ombudsman)	(CSC, DBM, CHED, Ombudsman)	5	5	5	5	
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 8. Percentage of appointments received reviewed & countersigned	Reviews and countersigns appointments of JO workers	100% of received appointment	100% of received appointment	5	5	5	5	
	PI 9. Percentage of new and old service cards prepared and updated	Prepares and update new and old Service Card for JO workers	100% new service Cards prepared	100% new service Cards prepared	5	5	4	4.67	
	PI 10. Percentage of records	Encodes appointments, personal profile of JO workers	100% of JO records encoded	100% of JO records encoded	5	5	4	4.67	
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 approved IPCRs followed up and received IPCRS reviewed and report of IPCR ratings submitted to PMT, CSC and other bodies	Monitors submission of approved IPCRs and received were reviewed and submit reports to PMT, CSC and other bodies	100% of IPCRs submitted and received were reviewed and a report submitted to PMT, CSC & other bodies	100% of IPCRs submitted and received were reviewed and a report submitted to PMT, CSC & other bodies	5	5	4	4.67	
	PI 12. Percentage of employee development plan from IPCRs gathered and endorsed to L&D section to identify employees who needs further training through the Learning and Development interventions	Gathers and endorses all submitted employee development plan (EDP) to L and D section for HR intervention	100% of submitted EDPs endorsed	100% of submitted EDPs endorsed	5	5	5	5	
OHRSPPR GASS 10: PRIME-HRM Aligned Rewards & Recognition Services	PI 13. Percentage of data from IPCRs consolidated to identify employees who may be recommended for university and meritorious award	Gather and prepare list of employees with Outstanding ratings per approved IPCR as potential nominees for university and meritorious awards	100% of deserving employees included and endorsed	100% of deserving employees included and endorsed	5	5	5	5	

GASSs/PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 14. Percentage implementation of loyalty awards	facilitates preparation of Loyalty Award Certificates and Pins	100% of entitled employees given the award	100% of entitled employees given the award	5	5	5	5	
Total Over-all Rating								69.00	
MIRIAM M. DE LA TORRE		Average Rating :		4.93	Comments & Recommendations for Development Purposes:  She is recommended for training on supervisory skill.				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.93					
		ADJECTIVAL RATING		OUTSTANDING					


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

Name of Staff: **MIRIAM M. DE LA TORRE**

Position: **Administrative Officer 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



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Total					
Score					
<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	82				
Average Score	4.873 4.88				

Overall recommendation : She has the competency on independent Interpretation & Application of regulations & policies required in performance management. She possess the ability to develop methods & enhance processes

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

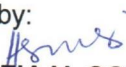
Name of Office: OHRSPPR


Head of Office: HONEY SOFIA V. COLIS

Number of Personnel: MIRIAM M. DE LA TORRE

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Every 1st week of the month or when the need arises					
<b>Coaching</b> coach in the moment Follow-up feedback system to improve					

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: Miriam M. De la Torre  
Performance Rating: July-December 2020

Aim: To fully capacitate in Performance Management as well as Rewards and Recognition areas in HR.

Proposed Interventions to Improve Performance: Attend training related to performance management of employees and rewards and recognition.

Date: July 2020 Target Date: December 2020

First Step:

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Result:

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Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

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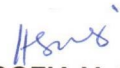
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Outcome: Attendance to seminars and trainings were still not advised due to Covid-19 pandemic

Final Step/Recommendation:

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Prepared by:

  
HONEY SOFIA V. COLIS  
Unit Head

Conforme:

  
MIRIAM M. DE LA TORRE  
AO III