



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	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:


REGINA C. BIBERA
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, 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 **January 1-June 30, 2020**

Approved:

REGINA C. BIBERA
Ratee

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 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: ISO-aligned Personnel Records	PI 1. Percentage compliant of all HR processes to ISO Standards	Implement ISO-aligned HR processes	100% compliant	100% compliant	5	5	5	5	
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	Zero percent complaint from clients served	5	5	5	5	
	PI 4. No. of linkages with external agencies maintained	Maintains linkages with external agencies	CSC	CSC & DBM	5	5	5	5	
PRPEO MFO3: Administration of Salary, Leave and other benefits of employee	PI 6. Percentage of submitted DTRs checked and computed for service credits of faculty	Computes total no of credit hrs of faculty for the purpose of granting service credits	100% implementation	100% implemented	5	5	4	4.67	
	PI 6.1 No. of submitted leave applications checked and processed	Processes, records and countersigns leave applications of regular employees and computes tardiness and undertime on DTR'S	1600	920	5	5	3	4.33	To be fully accomplished on the 2nd half rating period
	PI 6.2 Percentage of certificates prepared for Maternity leave, Terminal leave balance and LWOP	Prepares certificate of : maternity leave/ terminal leave balance/ and LWOP	100% implementation	100% implemented	5	5	5	5	
	PI 6.3 Percentage of LWOP reports of regular staff prepared	Prepares leave without pay report of regular staff	100% implementation	100% implemented	5	5	4	4.67	
	PI 6.4 Percentage of CTO applications checked and computed	Computes Compensatory Time Off (CTO) and prepare CTO certificate.	100% implementation	100% implemented	5	5	4	4.67	


MFO & PAPS	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 6.5 Percentage of certifications prepared for summer pay of Faculty on Teachers Leave status	Computes proportionate mid-term pay and prepares mid-term pay certificates	100% implementation	100% implemented	5	5	5	5	
	PI 6.6 Percentage of certifications for LWOP prepared	Reviews inclusive period of LWOP and prepares Certification for purposes of - issuance of service record for retirement and GSIS maturity	100% implementation	100% implemented	5	5	5	5	
	PI 6.7 Percentage of leave cards updated for faculty leave status	Updates leave cards of faculty with approved leave status	100% implementation	100% implemented	5	5	4	4.67	
	PI 6.8 Percentage of leave cards updated for Service Credits earned	Records No. of Service Credits Granted to individual leave card	100% implementation	100% implemented	5	5	5	5	
	PI 6.9 Percentage Certificates of Service credits prepared	Prepares Certificates of Service Credits	100% implementation	100% implemented	5	5	5	5	
	PI 6.10 Percentage of terminal applications processed.	Search documents from records/archives to support terminal leave benefits of academic staff for submission to DBM.	100% implementation	100% implemented	5	5	5	5	
	PI 7. Percentage of terminal leave benefits computed, prepared and submitted to DBM for funding	Audit leave records for Terminal Pay and transfer of leave credits	100% implementation	100% implemented	5	5	5	5	
	PI 7.1 No. of reports submitted to budget office for DBM funding	Prepares Annual Report for Retirement Gratuities and Terminal Leave	1	1	5	5	5	5	
	PI 7.2 Percentage of retireable employees endorsed for funding of terminal pay	Prepares/submits to Budget Office supporting documents of retirees for Terminal Pay	100% implementation	100% implemented	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	Provides better customer service experience to all clients	100% of clients served rated the service as Very Satisfactory or higher	100% of clients served rated the service as Very Satisfactory or higher	5	5	5	5	
ODAHRD MFO4: PRIME-HRM compliant in RSP, PM, L&D and R&R									
PRPEO MFO7: PRIME-HRM compliant in Reward and Recognition (R&R)	PI 24. Percentage implementation of loyalty awards	Counterchecks the loyalty awardee masterlist	100% implementation	100% implemented	5	5	5	5	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODAHRD MFO5: Innovations/changes for continued Improvement or Improved Services									
PRPEO MFO8. Innovations/changes for continued Improvement or Improved Services	PI 26. Number of new/revised HR systems introduced	Revises the procedure on the processing of Terminal Pay	1 HR system Guideline/Procedure on Processing of Terminal Pay	Work instruction on processing of Terminal Leave prepared	5	5	4	4.67	
	PI 27. Number of operation manuals crafted	Drafts leave manual	1 Leave Manual	Leave Manual drafted	5	5	4	4.67	
Total Over-all Rating								102.35	
REGINA C. BIBERA		Average Rating :		4.87	Comments & Recommendations for Development Purposes:				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING							
		ADJECTIVAL RATING		4.87					

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: _____

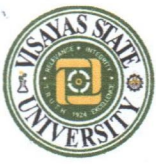
Legend:

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: **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
Total Score		58				

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						
Average Score		4.83				

Overall recommendation : *Ms. Bibera is a very diligent worker and has great attention to details and accuracy.*

Honey Sofia V. Colis
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. Regina C. Biberan

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Every 1st week of the month or when the need arises	✓				
Coaching • Ask guide questions • Listen + encourage • Coach in the moment	✓ ✓ ✓				

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: **REGINA C. BIBERA**

Performance Rating: January- June 2020

Aim: To be able to adjust to the changes brought about by the pandemic.

Proposed Interventions to Improve Performance: Attendance to training on Work-life Flexibility. and for supervisory skills training.

Date: _____ Target Date: _____

First Step: Recommend Ms. Bibera for ^{participation} L+D program in
supervisory skills training and work-life flexibility.

Result: L+D programs of the university was halted since the start of
the COVID 19 pandemic

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Ms. Bibera will be recommended ^{for attendance} in same trainings next year.

Prepared by:

HONEY SOFIA V. COLIS
Unit Head

Conforme:

REGINA C. BIBERA
Administrative Officer II