



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **FLORANTE G. DIDAL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.444
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.464
TOTAL NUMERICAL RATING			4.908

TOTAL NUMERICAL RATING:

4.908

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.908

FINAL NUMERICAL RATING

4.908

ADJECTIVAL RATING:

Outstanding

Prepared by:


FLORANTE G. DIDAL
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, Florante G. Didal, of the Office of the In charge of Payroll and Leave Benefits commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan-December 2023.

FLORANTE G. DIDAL

Ratee

Approved:

HONEY SOFIA V. COLIS

Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-December 2023)	Actual Accomplishments (Jan-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
OHPLB MFO 1: Innovations & Best Practices	PI 1. Percentage operationalization of HRMIS on Payroll	Test run the new Payroll System (HRIS) together with the old system to assess its effectiveness, accuracy, and realibility.	80%	80%	5	5	4	4.67	Error & system bugs detected
OHPLB STO 2: Innovations & Best Practices	PI 2. Percentage operationalization of HRMIS on Payroll	Facilitate in the updating of new salary rate of VSU personnel in the HRIS system	80%	87%	5	5	4	4.67	619/714 personnel salary, deductions, & benefits encoded, updated & reconciled with the old Payroll system (error & system bugs detected)
	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	Assists in the gathering and packaging of documents needed for PRIME-HRM Level 3 accreditation	50%	50%	5	5	5	5	
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 4. No. of linkages with external agencies maintained	Maintains Linkages with external agencies.	1 agency- GSIS	1 agency- GSIS	5	5	5	5	
	PI 5. Number of major university committees assignment served	Membership to the Loyalty Awards Program Committee	1	1	5	5	5	5	
	PI 6. 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 GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development									
OHPLB GASS 2: Human Resource Management and Development	PI 7. Percentage compliance on PRIME-HRM Standards, Policies & Practices	Regularly reviews CSC/DBM/VSU policy and guidelines prior to the preparation NOSI, NOSA and Loyalty Awards entitlement.	100% compliant	100% compliant	5	5	5	5	
	PI 8. Compliance of HRM Practices to ISO 9001:2015 standards	Implement ISO-aligned HR processes	100% compliant	100% compliant	5	5	5	5	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-December 2023)	Actual Accomplishments (Jan-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODHRM GASS 2.3: Efficient and effective implementation of the University Performance Management and Rewards and Recognition Systems, Policies, Processes and Practices									
OHPMRR MFO 5: Performance Management and Rewards and Recognition Services									
	PI 9. Number of employees given loyalty award	Identifies and prepares masterlist of Qualified Employee for Loyalty Award	70						To be accomplished in the 2nd half
	PI 10. Percentage of employees identified as top ranking and given step increment based on merit	Computes amount of salary differential to implement step increment based on merit	5%	5%	5	5	5	5	
ODHRM GASS 2.4: Efficient and effective Implementation of the Payroll and Leave Benefits systems, policies and processes									
<u>OHPLB GASS 3: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</u>	PI 11. Percentage updating of employee leave records and balances in the HRIS	Facilitate in the updating leave cards and encodes leave balance in the HRIS	70% of updating of employee leave records and balances in the HRIS	70%	5	5	4	4.67	547/780 updates of leave balances in the HRIS & Leave Cards
	PI 12. Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the eDATS	Facilitate in the encoding of the number of service credits granted to the individual records in the HRIS (Edats)	60% of individual records of faculty granted with Service Credits updated	100% with approved request.	5	5	5	5	
	PI 13. Percentage of approved request/recommendation for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	Facilitate in the updating of leave status of faculty with approved recommendations to their individual records in the HRIS	100% of leave status of faculty with approved recommendations to their individual records in the HRIS updated	100% of leave status of faculty with approved recommendations to their individual records in the HRIS updated	5	5	5	5	
		Checks/verify attachments and Computes DTRs of part-time instructors for payroll preparation	100% of submitted DTRs	100% of submitted DTRs (430 dtrs reviewed and computed)	5	5	5	5	
		Receive and file Report of Maximum Contact Hours,DTRs and Contracts of part-time instructors	70-Contact hours 70-Contracts, 700-DTRs	86-Contact hours 86-Contracts, 430-DTRs	5	5	5	5	Filing of Contracts and DTRs were done by JO Worker.
	PI 18. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Prepares Notice of Step Increment (NOSI)	NOSI=130 NOSA=720	NOSI=78 NOSA=733	5	5	5	5	To be fully accomplished in the 2nd half
	PI 19. Percentage processing of applications for loan with GSIS as alternate AAO	Approves/Certifies GSIS loan application in the AAO system	100% processing of applications for loan with GSIS as alternate AAO	100% of loan applications approved	5	5	4	4.67	
	PI 20. Number of request for approval in the HRIS (eDATS) acted.	Approves/Comfirms requests for Time Log Appeal, Leave Application, Official Business Travel, Work Schedule and Overtime	5,000 requests for Time Log Appeal, Leave Application, Official Business Travel, Work Schedule and Overtime	17,048 Requets approved: Time Log Appeal-9,770 Leave-3,579 Officila Travel-1,849 Work Sched-1,654 Overtime-114 WFH-82	5	5	5	5	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-December 2023)	Actual Accomplishments (Jan-June 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Total Over-all Rating								83.68	
FLORANTE G. DIDAL		Average Rating :		4.92	Comments & Recommendations for Development Purposes: Very committed to his work, Attend trainings on leadership Supervisory development.				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.92					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:


HONEY SOFIA V. COLIS
Director, HRMO

Date: July 20, 2023

Recommending Approval:


HONEY SOFIA V. COLIS
Director, HRMO

Date: July 20, 2023

Approved by:


DANIEL LESLIE S. TAN
Vice President for Admin & Finance

Date: July 21, 2023

Legend:

1 - Quality 2 - Efficiency 3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **Jan-June 2023**

Name of Staff: **FLORANTE G. DIDAL**

Position: **Admin. 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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. 24-01

12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
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	83				
Average Score	4.88				

Overall recommendation : To pursue graduate studies

Honey
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: PLBO

Head of Office: HONEY SOFIA V. COLIS

Number of Personnel: FLORANTE G. DIDAL

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Consultation)	
	One-on-One	Group			
Monitoring	✓ as the need arises	✓ staff meeting			
Coaching	✓ as the need arises				

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: FLORANTE G. DIDAL

Performance Rating: Jan-June 2023

Aim: To capacitate the employee on leave Administration

Proposed Interventions to Improve Performance:

Date: January 3, 2023 Target Date: Feb. 28, 2023
September 30, 2023

First Step: Recommend Mr. Didal to attend the CSC's Leave Admin
Course for Effectiveness (LACE) to the VASC.

Result: Recommendation was approved by the VASC and Univ. Pres.

Date: Feb. 1, 2023 Target Date: May 31, 2023

Next Step: attend the LACE training at Tacloban City

Outcome: Became updated/familiar with the IRR on leave Administration.

Final Step/Recommendation:

Continue attending capacity development programs.

Prepared by:

HONEY SOFIA V. COLIS
Unit Head

Conforme:

FLORANTE G. DIDAL
Administrative Aide IV