



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARILY V. SEVILLE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	70%	3.297
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.746

TOTAL NUMERICAL RATING: 4.746

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.746

ADJECTIVAL RATING: outstanding

Prepared by:

MARILY V. SEVILLE

Name of Staff

Reviewed by:

JENNIFER E. ANDO

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, **MARILY V. SEVILLE**, Administrative Aide III of the Office of the Head of Recruitment, Selection & Placement and Personnel Records (OHRSPPR), commit 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 2022**.


MARILY M. SEVILLE
 Ratee

Approved:


JENNIFER E. ANDO
 OIC Head, OHRSPPR

GASSs/PAPs	Success Indicators	Task Assigned	Target (January - June 2022)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPAP 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 clients served rated the services received at least very satisfactory or higher	Provides better customer service experience to all clients.	95% of clients rated services as very satisfactory or higher	95%	5	5	5	5	
	PI 3. Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	Assists in Implementing all adm. & ISO aligned HR processes	100% processes implemented according to QP	100%	5	5	5	5	Zero NC during surveillance audit
	PI 6. Percentage of PRIME-HRM maturity level 3 accreditation evidences under RSP, PM & R&R prepared and submitted for approval	Assists in Preparation of evidences for PRIME HRM level 3	50% of required evidences for RSP level 3 prepared and submitted	50% of required evidences for RSP level 3 prepared and submitted	5	5	5	5	still waiting for the new PRIME-HRM assessment tool from CSC Central Office
	PI 7. Percentage of ISO evidences compliant with existing OHRSPPR quality procedures kept intact and readily available to Auditor	Provides support in record keeping of ISO evidences	100% ISO compliant evidences	100% ISO compliant evidences readily available	5	5	5	5	

GASSs/PAPs	Success Indicators	Task Assign	Target (January - June 2022)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									
OHRSPPR STO 3: ARTA aligned frontline services	PI 9. Efficient & customer friendly frontline service	Attends to queries and consultation on HR matters	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
UMFO6: General Administrative and Support Services (GASS)									
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 54. Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	Reviews applicants' profile for administrative positions, screens, evaluates and prepares comparative assessments	200 positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	65 positions with applicants profile prepared 60 positions screened 40 interviewed/evaluated 40 comparative assessments prepared	5	5	4	4.67	
	PI 55. Percentage of ranking of applicants for administrative positions submitted to NAPB for review and final action by the President	Reviews and presents ranking of applicants for administrative positions submitted to NAPB for review and final action by the President	100% ranking and recommendations for administrative positions	100%	5	5	4	4.67	
		Total Over-all Rating		Comments & Recommendations for Development Purpose:					
		Average Rating	4.71						
		Adjectival Rating							

Evaluated & Rated by:

JENNIFER E. ANDO
OIC Head, OHRSPPR

Date: 7/13/2022

Legend: 1 - Quality 2 - Efficiency 3- Timeliness 4 - Average

Approved by:

HONEY SOFIA V. COLIS
OIC-Director, ODHRM

7/19/2022

DANIEL LESLIE S. TAN
VP for Admin & Finance

Date: _____

Comments & Recommendations for Development
Purposes:

Needs to attend CSC &
KSP related trainings



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – December 2022

Name of Staff: MARILY V. SEVILLE

Position: Administrative Aide III (Clerk I)


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						

Total Score					
B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>					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					58
Average Score					4.83

Overall recommendation : To attend RSP related trainings


JENNIFER E. ANDO
 OIC, OHRSPPR
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: OHRSPPR


Head of Office: JENNIFER E. ANDO

Name of Personnel: MARILY V. SEVILLE


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Regular monitoring on the posting & selection process (Jan-June 2022)				Come up with hiring matrix for updating
Coaching	IA on the preparation of documents specifically on the RSP process (April-May 2022)				Submitted necessary docs of RSP on time.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


JENNIFER E. ANDO
OIC-Head, OHRSPPR

Noted by:


HONEY SOFIA V. COLIS
OIC-Director, ODHRM

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARILY V. SEVILLE
Performance Rating: January 1, 2022 – June 30, 2022

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Regular monitoring and updating in the RSP process

Result:

Mastering of the RSP process

Date: _____ Target Date: _____

Next Step:

Attend various CSC & other related HR trainings in RSP

Outcome: _____

Final Step/Recommendation:

Enhanced HR Competencies

Prepared by:

JENNIFER E. ANDO
OIC-Head, OHRSPPR

Conforme:

MARILY V. SEVILLE
Name of Ratee Faculty/Staff