

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF**

Rating Period: JANUARY TO JUNE 2018

Name of Administrative Staff: REGINA C. BIBERA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.374
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: Outstanding


Prepared by:


REGINA C. BIBERA
Name of Staff

Reviewed by:


TERESITA L. QUINAÑOLA
Department/Office Head

Recommending Approval:


LOURDES B. CANO
Director for Admin & HRD

Approved:



REMBERTO A. PATINDOL
VP for Admin & Finance

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, 2018 to June 30, 2018.

Approved:


REGINA C. BIBERA
Ratee



TERESITA L. QUINANOLA
Head of Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PRPEO MFO 1: Administrative and Support Services Management									
Efficient & customer friendly frontline service	Zero percent complaint from clients	Attends to queries and consultation on personnel matters	no complaint	no complaint	5	5	5	5.00	
	No. of certificates	Prepares certificate of : maternity leave/ terminal leave balance/ and LWOP	10	30	5	5	5	5.00	
	No. of certificates	Computes proportionate mid-term pay and prepares mid-term pay certificates	75	91	5	5	5	5.00	
PRPEO MFO 7: Implementation of approved personnel benefits									
Percentage of CSC/DBM rules and policies on leave administration complied/ implemented	No. of leave applications	Processes, encodes and countersigns leave applications of regular employees and computes tardiness and undertime on DTR'S	1800	2150	5	5	3	4.33	
	Nol of leave cards	Audits of leave balances	10	12	5	5	4	4.67	
	No. of CTO applications	Computates of Compensatory Time Off (CTO) and prepare CTO certificate.	25	46	5	5	4	4.67	
	No. of DTR	Computes total no of credit hrs of faculty for the purpose of granting service credits	20	25	5	5	4	4.67	
	No. of DTR/CSR	Cross-checks data on DTR/CSR against monthly leave report.	3500	3850	5	5	4	4.67	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	No. of reports	Prepares monthly report of absences and undertime for regular staff	6	6	5	5	3	4.33	
	No. of reports	Prepares leave without pay report for regular staff	6	6	5	5	5	5.00	
	No. of records	Records No. of Service Credits Granted to individual leave card	50	108	5	5	5	5.00	
	No. of Retirees	Prepares/submits to Budget Office supporting documents of retirees for Terminal Pay	5	9	5	5	5	5.00	
	No. of Leave Records	Reviews inclusive period of LWOP for purposes of: - issuance of notice of step increment and -issuance of service record for retirement and GSIS maturity benefits	50	90	5	5	5	5.00	
	No. of Leave Cards	Updates Leave status	250	346	5	5	4	4.67	
	No. of reports	Prepares Annual Report for retirement gratuities and terminal leave	1	1	5	5	5	5.00	
PRPEO MFO 8: Compliance to ISO 9001:2015 documentation requirements									
	Percentage implementation of work instructions	Implement assigned work instructions	100% implemented	100% implemented	5	5	5	5.00	
PRPEO MFO 9: Percentage compliance to 5S on office and documents management									
	Percentage implementation of 5S	Implement 5S in the office	100% 5S compliant as to Office set-up	100% 5S compliant as to Office set-up	5	5	4	4.67	
PRPEO MFO 12: Compliance to HR Accreditation									
	Number of PRIME-HRM core area evidences/documents facilitated and gathered ready for CSC accreditation	Gathers requested evidences/documents for PRIME-HRM core areas ready for submission to CSC and display at HR Accreditation Center for inspection and assessment by CSC team	2 core areas	2 core areas	5	5	5	5.00	


MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Percentage compliance of requested HR evidences for updating of PRIME-HRM based on latest indicators displayed at HR Accreditation Center	Produce requested HR evidences/documents for updating of PRIME-HRM based on latest indicators at HR Accreditation Center	100% compliant of requested HR evidences in PRIME-HRM	100% compliant of requested HR evidences in PRIME-HRM	5	5	5	5.00	
Total Over-all Rating								91.67	
REGINA C. BIBERA		Average Rating :		4.82	Comments & Recommendations for Development Purposes: <i>Mrs. Bibera is an Outstanding Performer except for the time management which is due to the volume of work. Hence, it is recommended that the biometrics and payroll will be interconnected to facilitate/ease her work assignment.</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.82					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:


TERESITA L. QUIÑANOLA
Head, PRPEO

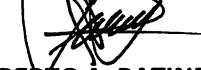
Date: _____

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 Administrative Staff

Rating Period: JANUARY TO JUNE 2018

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		60/12 = 5.0				

Overall recommendation :


TERESITA L. QUINANOLA
Head of Office

PERFORMANCE MONITORING FORM

Name of Employee: REGINA C. BIBERA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	8 no easily have applications					Outstanding		To get task completed
2	Proposed monthly reports					Outstanding		To get task completed
3								
4								
5								
6								
7								

*. Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

Tere L. Quinola
 TERESITA L. QUINOLA
 Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODAHRD

Head of Office: DR. LOURDES B. CANO

Number of Personnel: Teresita L. Quiñanola, Florante G. Didal Regina C. Bebira

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
August 25, 2018	One-on-one meeting re: PM Docs preparation	Staff Meeting			Agreed to issue memo for units to submit DPC and to require HR Committee to implement EEOP
August 8, 2018	One-on-one with R. Bebira				Re: Leave Computation & Administration
Coaching					

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

Conducted by:


LOURDES B. CANO
 Immediate Supervisor

Noted by:


REMBERTO A. PATINDOL
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REGINA C. BIBERA

Performance Rating: _____

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Attend other seminars related to HR
Not necessarily on leave computer sys

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:

TERESITA L. QUINANOLA
Unit Head

Confirmed:

REGINA C. BIBERA
AO II