



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	4.873	70%	3.411
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.882	30%	1.465
TOTAL NUMERICAL RATING			4.876

TOTAL NUMERICAL RATING:

4.876

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.876

FINAL NUMERICAL RATING

4.876

ADJECTIVAL RATING:

Outstanding

Prepared by:

REGINA C. BIBERA
Name of Staff

Reviewed by:

HONEY
HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval:

HONEY
HONEY SOFIA V. COLIS
Dean/Director

Approved:

DANIEL
DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Regina C. Bibera**, In charge of Payroll and Leave Benefits 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 **July-December 2021**

Approved:

REGINA C. BIBERA
Ratee

HONEY SOFIA V. COLIS
Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (July to December)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration Support Service									
OVPAP MFO 1: Administrative and Support Services Management									
ODHRM MFO 1: Administrative and Support Services									
<u>OHPLB MFO 1: Administrative and Support Services</u>	PI. 1 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	
	PI. 2 Number of administrative services and financial/ administrative documents acted within time frame	Reviews inclusive period of LWOP and prepares Certification for purposes of - issuance of service record for retirement and GSIS maturity benefits	30 Certifications of Leave Without Pay for GSIS Policy Maturity claims prepared	92 Certifications of Leave Without Pay for GSIS Policy Maturity claims prepared	5	5	5	5	
	PI. 3 No. of linkages with external agencies maintained	Maintains Linkages with external agencies.	1-DBM	1-DBM 1-GSIS	5	5	5	5	
OVPAP GASS 1: Administrative and support services Management									
ODHRM MFO 5: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes									
<u>OHPLB MFO 2: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</u>	PI 6. Percentage updating of employee leave records and balances in the HRIS	Updates leave cards and encode recent leave balance in the HRIS	100% of updating of employee leave records and balances in the HRIS	70% updated	5	5	4	4.67	
	PI 6.a Percentage of processed leave request	Processes, records and signs leave applications of regular and casual/contractual employees and computes tardiness and undertime on DTR'S	100%	100%	5	5	4	4.67	
	PI 7. Number of terminal leave benefits prepared, finalized and submitted for release of funds/processing for payment of terminal leave pay	1.) Audit leave records for Terminal Pay and transfer of leave credits and prepares certificate of terminal leave balance, 2.) Search documents from records/archives to support terminal leave benefits of academic staff for submission to DBM	10 leave records for Terminal Pay and transfer of leave credits with complete supporting documents audited	36 leave records for Terminal Pay and transfer of leave credits with complete supporting documents audited	5	5	4	4.67	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (July to December)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 7.a Number of reports submitted to budget office for DBM funding	Prepares Annual Report for Retirement Gratuities and Terminal Leave	1 Report for Retirement Gratuities and Terminal Leave prepared and submitted	1 report	5	5	5	5	
	PI 9. Percentage of proportionate vacation pay of faculty on teacher's leave computed and processed for payment	Computes proportionate mid-term pay and prepares mid-term pay certificates	100% of proportionate mid term pay computed and certificates prepared	100% of faculty under teachers leave status were granted of 42 service credits per OP Memo No. 76, s. 2021	5	5	5	5	Acad calendar for SY 2020-2021 was revised and extended and there was no summer classes. Aside from the teacher leave from Aug. 7-22, faculty under teachers leave status were granted of 42 service credits per OP Memo No. 76, s. 2021
	PI 10. Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the Edats	Computes total no of credit hrs of faculty for the purpose of granting service credits & prepares Certificates of Service Credits	100% approved requests for grant of service credits with complete supporting papers processed	100% Computed and granted service credits & prepared Certificates of Service Credits	5	5	4	4.67	The encoding of service credits and leave status of Faculty still needs system adjustment by the programmer
	PI 10.a Percentage of leave cards updated for Service Credits earned and encoded to the individual records in the Edats <i>EDATS</i>	Records number of Service Credits Granted to individual leave card	100% recorded in the individual leave card and encoded	100%	5	5	5	5	The encoding of service credits and leave status of Faculty still needs system adjustment by the programmer
	PI 10.b. Percentage of CTO applications checked and computed	Computes Compensatory Time Off (CTO) and prepare CTO certificate.	100% implementation	100% implemented	5	5	5	5	
	PI 11. 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	Encodes/Updates approved leave status of Faculty in the eDATS	100%	100%	5	5	4	4.67	The encoding of service credits and leave status of Faculty still needs system adjustment by the programmer
ODHRM MFO 11: Innovations & new Best Practices Development Services									

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (July to December)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 25. Number of modules of the HRIS fully operationalized	OHPLB Staff	2	2 (Daily Attendance & Leave Application)	5	5	5	5	
Total Over-all Rating								63.35	
REGINA C. BIBERA		Average Rating :		4.873	Comments & Recommendations for Development Purposes: Attendance to Supervisory Dev. Course & other relevant trainings on payroll & leave administration				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.873					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:

[Signature]

HONEY SOFIA V. COLIS

OIC, Director, ODHRM

Date: _____

Recommending Approval:

[Signature]

HONEY SOFIA V. COLIS

OIC, Director, ODHRM

Date: _____

Approved by:

DANIEL LESLIE S. TAN

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 2021 to December 2021**

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
Score	Total 60				
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	4.882				

Overall recommendation : attendance to SPC + other relevant trainings on payroll + leave administration.

HSE
HONEY SOFIA V. COLIS
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODHRM-OHPLB

Head of Office: Honey Sofia V. Colis

Number of Personnel: 1 (Regina C. Bibera)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	✓	Thru staff meeting on: July 13, 2021 July 16, 2021 July 21, 2021 July 23, 2021 Aug 10, 2021 Oct 1, 2021 Oct 4, 2021 Oct 7-8, 2021 Oct 11, 2021 Oct 14, 2021 Nov 25, 2021 Dec 2, 2021			
Coaching	✓				

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: **REGINA C. BIBERA**
Performance Rating: July – December 2021

Aim: To upgrade Ms. Bibera's existing supervisory and technical skills on payroll and leave.

Proposed Interventions to Improve Performance:
Send Ms. Bibera to supervisory development course and other relevant technical skills.

Date: _____ Target Date: Dec. 2021

First Step:

Requested CSC to conduct of Supervisory Dev. Course (SDC) for designated supervisors of VSU colleges/department/units.

Result:

CSC approved the conduct of SDC in the 1st Q of 2022.

Date: _____ Target Date: May 2022

Recommend to OP for Ms. Bibera to participate in the SDC course and other relevant technical skills on payroll and leave benefits

Outcome:

An employee with improved supervisory and technical skills to manage the office effectively and efficiently.

Final Step/Recommendation:

Send request to CSC Reg. VIII to move the conduct of Supervisory Development Course for VSU participants to May 2022 because concerned participants will be heavily involved to ISO Accreditation and AACCUP Institutional Accreditation activities on March and April 2022, respectively.

Prepared by:


HONEY SOFIA V. COLIS
OIC Director, ODHRM

Conforme:


REGINA C. BIBERA
Name of Ratee Faculty/Staff