

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
JULY-DECEMBER 2019**

Name of Administrative Staff: **HONEY SOFIA V. COLIS**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.93 | 70% | 3.45 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5.00 | 30% | 1.5 |
| TOTAL NUMERICAL RATING | | | 4.95 |

TOTAL NUMERICAL RATING: 4.95

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

HONEY SOFIA V. COLIS

Name of Staff

Reviewed by:

SANTIAGO T. PEÑA, JR.

Office Head

Recommending Approval:

SANTIAGO T. PEÑA, JR.

Executive Assistant

Approved:

EDGARDO E. TULIN

President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **HONEY SOFIA V. COLIS**, of the Office of the President 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, 2019.


HONEY SOFIA V. COLIS

Ratee

APPROVED:


SANTIAGO T. PEÑA JR.

Head of Office

| UMFO No. | OP MFO | MFOs/PAPs | Success Indicators | Task Assigned | Target (Jan-Dec, 2019) | Accomplishment July-Dec 2019 | Rating | | | | Remarks |
|---|----------|---|---|---|-----------------------------|---------------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO 6. General Administration Support Services | | | | | | | | | | | |
| | OP MFO 1 | General Administration and Support Services | Zero Complaint administrative services from clients | Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs | Zero complaint from clients | Zero complaint from clients | 5 | 5 | 5 | 5 | |
| | | | Maintained workplace in compliance to ISO-5s | Maintain personal workspace to ISO 5s | 100% | 100% | 5 | 5 | 5 | 5 | |
| | OP MFO 2 | Management and Executive Services | Effective and Efficient Management and Paperwork Services | | | | | | | | |
| | | | Number of Memoranda/Special Orders/Certifications issued | Number of Memoranda/ Special Orders/ Certifications drafted and/or pre-reviewed/ screened | 1,800 | 911 | 5 | 5 | 5 | 5 | |
| | | | No. of documents reviewed, processed & released within the day it is acted by the | Screen documents for Pres./OIC action | 14,000 | 9,228 | 5 | 5 | 4 | 4.667 | |
| | | | No. of reports and correspondence prepared and released | Gather data, drafts and/or reviews reports and correspondence | 600 | 335 | 5 | 5 | 4 | 4.667 | |
| | | | Number of offices under OP and special projects coordinated | | 10 | 10 | 5 | 5 | 5 | 5 | |

| | | | | | | | | | | | |
|--|--|------------------------------|--|--|------|------|---|---|---|--------|--|
| | | | Effective and Efficient Public Relations Services | | | | | | | | |
| | | | No. of MOU/MOAs forged for establishment of linkages | Screen, package MOAs for President's approval and submits for BOR confirmation | 300 | 105 | 5 | 5 | 5 | 5 | |
| | | | Effective and Efficient President's Calendar Management | | | | | | | | |
| | | | No. of events organized/coordinated/ photodocumented | Coordinate and arrange venue, accommodation, meals, transportation, etc. | 40 | 20 | 5 | 5 | 5 | 5 | |
| | | | 100% of meetings and travels convened/presided/ facilitated/photo-documented | Plan and schedule meetings, appointments and travel of Univ. Pres. | 100% | 100% | 5 | 5 | 5 | 5 | |
| | | | 100% of committee assignments steered and complied | Facilitate/comply committee assignments | 100% | 100% | 5 | 5 | 5 | 5 | |
| | | <i>Total Over-all Rating</i> | | | | | | | | 49.837 | |

| | | |
|--|--|-------------|
| Average Rating (Total Over-all-rating divided by 10) | | 4.93 |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.93 |
| ADJECTIVAL RATING | | OUTSTANDING |

Comments and Recommendations for Development Purpose:

Very responsible & well-coordinated admin officer

Evaluated and Rated:


SANTIAGO T. PEÑA JR.
Unit Head


Date: _____

Recommending Approval:


SANTIAGO T. PEÑA JR.
Unit Head

Date: _____

Approved by:


EDGARDO E. TULÍN JR.
President

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2019Name of Staff: HONEY SOFIA V. COLISPosition: ADMINISTRATIVE OFFICER IV

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 | | | | |

| 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 | | | | | 25 |
| Average Score | | | | | 5 |

Overall recommendation : _____


SANTIAGO T. PEÑA, JR.
 Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the President

Head of Office: Santiago T. Peña, Jr.

Name of Faculty/Staff: Honey Sofia V. Colis Signature: _____ Date: _____


| Activity Monitoring | MECHANISM | | | | Remarks |
|--|--|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring Discussion of job-related accomplishments, problems and plans | <ul style="list-style-type: none">First working day of the month as needed | | | | |
| Coaching Discuss ways to improve the execution of assigned tasks. | <ul style="list-style-type: none">First working day of the month as needed | | | | |

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

Conducted by:

SANTIAGO T. PEÑA, JR.
Immediate Supervisor

Verified by:


EDGARDO E. TULIN
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HONEY SOFIA V. COLIS

Performance Rating: _____

Aim: Develop management capability.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Attend training on human resource management.

Result: Improve human resource management capability

Date: _____ Target Date: _____

Next Step: Utilize learnings from training in office situation

Outcome: Improved human resource management capability

Final Step/Recommendation:

Assign responsibilities related to built-up capability.

Prepared by:


SANTIAGO T. PEÑA, JR.
Unit Head

Conforme:


HONEY SOFIA V. COLIS
Ratee