

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MERLE N. GRAVADOR

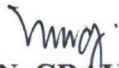
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
9. Numerical Rating per IPCR	4.92	70%	3.444
10. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.92


FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: Outstanding


Prepared by:


MERLE N. GRAVADOR
Administrative Aide III


Reviewed by:


LOURDES B. CANO
Director for Admin & HRD

Recommending Approval:


LOURDES B. CANO
Director for Admin & HRD

Approved:


REMBERTO A. PATINDOL
Vice President for Admin & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Merle N. Gravador, 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 **July 1, 2019 to December 31, 2019**.


MERLE N. GRAVADOR
Ratee


Approved: 
LOURDES B. CANO
Head of Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO Aligned Management and Administrative Support Services									
ODAHRD MFO 1: ISO Aligned Personnel Records Development and Management Services									
PRPEO MFO 1: Implementation of mandatory personnel salary and benefits									
	No. of maternity and terminal leave applications	Receives, records, facsimile and endorses maternity and terminal leave application to staff-incharge for computation of leave balances then forward to OP for approval	23	37	5	5	5	5.00	
	No. of leave applications	Receives, records, facsimile and endorses approved leave application to staff-incharge for computation of leave balances	4,027	4,601	5	5	5	5.00	
	No. of Payrolls released for processing	Records and releases Payroll for salary and other benefits of employees	677	1,021	5	5	5	5.00	
	No. of printouts of confirmed GSIS loan applications	Releases printout of confirmed GSIS loan applications	300	696	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	No. of DTR/CSR received and endorsed	Receives DTRs/CSRs and endorses to staff-in-charge for recording and monitoring	4,200	8,420	5	5	4	4.67	
	No. of Notice of Salary Adjustments & Notice of Step Increment recorded & released	Records and releases NOSA and NOSI	738	1,126	5	5	5	5.00	
PRPEO MFO 4: Administrative and Support Services Management									
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	No complaint	No complaint	5	5	4	4.67	
	No. of certifications of service credits	Releases certifications of service credits	34	43	5	5	5	5.00	
	No. of documents forwarded to Records	Forwards documents to Records Office	450	502	5	5	4	4.67	
	No. of documents	Photocopies documents	2,983	3,253	5	5	5	5.00	
		Receives/releases doc. Incoming/outgoing doc. for processing and approval by President	848	2,895	5	5	5	5.00	
PRPEO MFO 5: Efficient and effective talent sourcing and screening using approved criteria									
Personnel development recommendations endorsed to appropriate Personnel Board/Office of the President	No. of APB/NAPB meetings	Distributes notices, minutes and excerpts of APB/ NAPB meetings	420	1219	5	5	5	5.00	


MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PRPEO MFO 6: Percentage of approved recommendations to hire/promote processed within turn around time									
	No. of appointments	Receives and records appointments	150	208	5	5	5	5.00	
Total Over-all Rating								64.00	
MERLE N. GRAVADOR		Average Rating :		4.923	Comments & Recommendations for Development Purposes: <i>Needs further training as document record controller</i>				
		Additional Points:							
		Punctuality		0.00					
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.923					
		ADJECTIVAL RATING							

Evaluated & Rated by:


LOURDES B. CANO
Director for Admin & HRD

Date: _____
1 - Quality 2 - Efficiency 3- Timeliness

Recommending Approval:


LOURDES B. CANO
Director for Admin & HRD

Date: _____
4 - Average

Approved by:


REMBERTO A. PATINDOL
Vice President for Admin & Finance

Date: _____

Legend:


PERFORMANCE MONITORING FORMName of Employee: **MERLE N. GRAVADOR**

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	Receives, records, facsimile & endorses approved leave applications, maternity & terminal leave application to staff-incharge for computation of leave balances then forward to OP for approval	Leave applications recorded and endorsed for processing	July	July-December	Daily for the period July-December	Very Impressive		
2	Releases printout of confirmed GSIS loan applications	GSIS loan confirmation endorsed to Acctg. Office	July	July-December	Every other day for the period July-December	Very Impressive		
3	Receives DTRs/CSRs and endorses to staff-in-charge for recording and monitoring	DTRs endorsed for processing	July	July-December	Daily for the period of July-Dec	Needs improvement		
4	Records and releases NOSA and NOSI	NOSA/NOSI recorded and released	July	July-December	Every month	Impressive		
5	Releases certifications of service credits	Certifications of service credits released	July	July-December	Once a Week	Impressive		
6	Forwards documents to Records Office	Documents forwarded to Records Office	July	July-December	Once a week for period July-Dec	Impressive		
7	Photocopies documents	Documents photocopied	July	July-December	Daily for the period July-Dec	Very Impressive		
8	Receives/releases doc. incoming/outgoing doc. for processing and approval for president	Received incoming & released outgoing docs for processing	July	July-December	Daily for the period July-December	Impressive		
9	Distributes notices, minutes and excerpts of of APB/ NAPB meetings	Notices, minutes & excerpts of meeting distributed	July	July-December	Daily for the period July-December	Very Impressive		
10	Receives and records appointments	Appointments recorded	July	July-December	Every Renewal of Appointment	Impressive		

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


LOURDES B. CANO
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2019

Name of Staff: MERLE N. GRAVADOR

Position: Administrative Aide III

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


Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Total Score									
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					59				
Average Score					4.92				

Overall recommendation : _____


LOURDES B. CANO
Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PRPEO

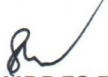
Head of Office: LOURDES B. CANO

Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		October 8, 2019 (with PSLPEO staff)			Cpls. copies for monitoring
Coaching					

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

Conducted by:


LOURDES B. CANO
Director for Admin & HRD

Noted by:

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERLE N. GRAVADOR

Performance Rating: July-December 2019

Aim: To further enhance competencies in HR documents as office documents and records controller.

Proposed Interventions to Improve Performance: Attendance to HRIS and ISO related trainings

Date: _____ Target Date: before end of CY 2019

First Step: Attended in-house trainings and orientations on ISO documents

Result: Was able to familiarize herself on ISO mandated documents and records

Date: _____ Target Date: _____

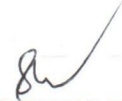
Next Step: Advise her to apply in the day-to-day transactions the necessary documents and records needed for ISO

Outcome: Started initially application of ISO formatted forms.

Final Step/Recommendation:

Attendance to ISO related trainings to further enhance knowledge for effective implementation.

Prepared by:


LOURDES B. CANO
Unit Head

Conforme:


MERLE N. GRAVADOR
Administrative Aide III