


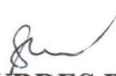
COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF


Name of Administrative Staff: FLORANTE G. DIDAL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.86	70%	3.402
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.878

TOTAL NUMERICAL RATING: 4.878  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.878  
  
FINAL NUMERICAL RATING 4.878  
  
ADJECTIVAL RATING: Outstanding

Prepared by:  
  
**FLORANTE G. DIDAL**  
Administrative Aide IV

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, Florante G. Didal, 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, 2019 to June 30, 2019.**

  
**FLORANTE G. DIDAL**  
Ratee


Approved:

  
**LOURDES B. CANO**  
Head of Unit


MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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									
Percentage of CSC/DBM rules and policies on leave administration complied/implemented	No. of DTRs and DTRs with leave applications	Attaches approved DTRs & leave applications to payroll	2,500	2,784	5	5	4	4.67	
	No. of leave applications	Processes, encodes, sorts and countersigns leave applications of casual/contractual employees	700	367	5	5	4	4.67	
		Processes, encodes, sorts and countersigns leave applications of regular employees	850	989	5	5	4	4.67	
	No. of payrolls	Prepare payrolls for Part-time Instructors	232	246	5	5	5	5.00	
	No. of Notice of Salary Adjustments Prepared	Prepares Notice of Salary Adjustments	670	696	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	No. of Notice of Step Increment based on length of service prepared	Prepares Notice of Step Increment	25	42	5	5	5	5.00	
<b>PRPEO MFO 4: Administrative and Support Services Management</b>									
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	5	5.00	
<b>Total Over-all Rating</b>								<b>34.00</b>	
		Average Rating :		4.86	Comments & Recommendations for Development Purposes:  <i>Needs to attend training on computerization using HRIS.</i>				
<b>FLORANTE G. DIDAL</b>		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.86					
		ADJECTIVAL RATING		Outstanding					


Evaluated & Rated by:

  
**LOURDES B. CANO**  
Director for Admin & HRD

Recommending Approval:

  
**LOURDES B. CANO**  
Director for Admin & HRD

Approved by:

  
**REMBERTO A. PATINDOL**  
Vice President for Admin & Finance

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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



## PERFORMANCE MONITORING FORM


Name of Employee: FLORANTE G. DIDAL

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	Attaches approved DTRs & leave applications to payroll	All approved DTRs & leave applications attached to payroll	January	January-June	Monthly within the period of January-June	Impressive		
2	Processes, encodes, sorts and countersigns leave applications of regular, casual, and contractual employees	All submitted leave applications processed, countersigned, encoded and sorted	January	January-June	Daily within the period of Apr 1-June	Impressive		
3	Prepare payrolls for Part-time Instructors	Payrolls for all Part-time Instructors prepared and ready for processing	March	March-June	Monthly within the period of March-June	very impressive		
4	Prepares Notice of Salary Adjustments	NOSA prepared	March	March-June	April	very impressive		
5	Prepares Notice of Step Increment	NOSI prepared	March	March-June	Monthly within the period of March-June	very 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: JANUARY-JUNE 2019

Name of Staff: FLORANTE G. DIDALPosition: Administrative Aide 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		59				
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						
Average Score		4.92				

Overall recommendation : \_\_\_\_\_

**LOURDES B. CANO**  
Supervisor



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: FLORANTE G. DIDAL

Performance Rating: January-June 2019

Aim: Enhance HR competencies on HRIS

Proposed Interventions to Improve Performance: Attendance to trainings on HRIS

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: Had an orientation on the introductory part of HRIS.

Result: Initially applied the HRIS as evidenced in the biometrics generated DTR of employees.

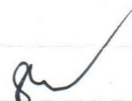
Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation: Attend more trainings on HRIS

Prepared by:

  
**LOURDES B. CANO**  
Unit Head

Conforme:

  
**FLORANTE G. DIDAL**  
Administrative Aide IV