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	4.91	70%	3.437
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			**4.913**

TOTAL NUMERICAL RATING: 4.913
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.913

FINAL NUMERICAL RATING   **4.913**

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

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 **July 1 to December 31, 2019**.

Approved:

FLORANTE G. DIDAL
Ratee
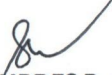
LOURDES B. CANO
Head of Unit

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
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 of Regular, Casual and Contractual employees	Attaches approved DTRs & leave applications to payroll	1,800	1,834	4	4	4	4.00	
	No. of leave applications	Processes, encodes, sorts and countersigns leave applications of casual/contractual employees	700	718	5	5	5	5.00	
		Processes, encodes, sorts and countersigns leave applications of regular employees	850	852	5	5	5	5.00	
	No. of DTRs of part-time instructors checked and computed	Checks and computes DTRs of part-time instructors for payroll preparation	330	380	5	5	5	5.00	
	No. of payrolls	Prepares payrolls for Part-time Instructors	151	160	5	5	5	5.00	
	No. of notice of step increment prepared	Prepares Notice of Step Increments	30	107	5	5	5	5.00	
	No. of personnel records	Computes amount of 1-year differential of identified employees for step increment based on meritorious performance	35	42	5	5	5	5.00	
PRPEO MFO 4: Administrative and Support Services Management									

1

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	no complaint	zero valid complaint	5	5	5	5.00	
	No. of GSIS loan applications confirmed	Confirms applications for GSIS loan	400	696	5	5	5	5.00	
PRPEO MFO 8: Implementation of rewards and recognition policies monitored, followed up and facilitated									
	No. of Loyalty Awardee Masterlist prepared	Prepares masterlist	1 masterlist	1 masterlist	5	5	5	5.00	
	No. of Loyalty Awardee Identified	Identifies Qualified Employee for Loyalty Award	80	97	5	5	5	5.00	
Total Over-all Rating								54.00	

FLORANTE G. DIDAL	Average Rating :	4.909
	Additional Points:	
	Punctuality	0.00
	Approved Additional points (with copy of approval)	
	FINAL RATING	4.909
	ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purposes:

Needs additional training on HR computerization

Evaluated & Rated by:

LOURDES B. CANO
Director for Admin & HRD

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

Exhibit I

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	July	July-December	Monthly within the period of July-December	Impressive		
2	Processes, encodes, sorts and countersigns leave applications of regular, casual, and contractual employees	All submitted leave applications processed, countersigned, encoded and sorted	July	July-December	Daily within the period of July-December	Impressive		
3	Checks and computes DTRs of part-time instructors for payroll preparation	DTRs checked and total contact/hrs per month obtained	July	July-December	Monthly within the period of July-December	very impressive		
4	Prepare payrolls for Part-time Instructors	Payrolls for all Part-time Instructors prepared and ready for processing	July	July-December	Monthly within the period of July-December	very impressive		
5	Prepares Notice of Step Increment	NOSI prepared	July	July-December	Monthly w/n the period of July-December	very impressive		
6	Computes amount of 1-year differential of identified employees for step increment based on meritorious performance	Differential computed	December	December	Within the month of December	very impressive		
7	Confirms applications for GSIS loan	GSIS loan of VSU employees confirmed	July	July-December	Upon receipt of request w/n July-Dec	very impressive		
8	Identifies Qualified Employee for Loyalty Award and prepares master list	Loyalty awardees identified	July	July-September	W/n the month of July-Sept	very impressive		

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

Prepared by:

LOURDES B. CANO
Unit Head

Personnel Records and Performance Evaluation Office
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: +63 053 563 7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>JULY-DECEMBER 2019</u>

Name of Staff: **FLORANTE G. DIDAL**   Position: **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

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.*

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VISAYAS
STATE UNIVERSITY

	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

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.*

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PERFORMANCE MONITORING & COACHING JOURNAL

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

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		Sept. 30, 2019 (Henry + Didol) Sept 19, 2019 (Lwe + Didol)			re: payment of loyalty bonus w: lacking internal guidelines in NBC 461 evaluation
Coaching	Nov. 6, 2019 (R. Didal				Re: salary of part-timers w/c exceed salary of regular Inst. I

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

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FLORANTE G. DIDAL

Performance Rating: July-December 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.

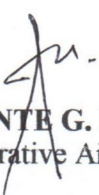Date: _____ Target Date: _____

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