



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Marily V. Seville**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.84

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

Marily V. Seville
MARILY V. SEVILLE

Name of Staff

Miriam M. de la Torre
MIRIAM M. DE LA TORRE

Department/Office Head

Recommending Approval:

Honey Sofia V. Colis
HONEY SOFIA V. COLIS

Dean/Director

Approved:

Daniel Leslie S. Tan
DANIEL LESLIE S. TAN

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARILY V. SEVILLE**, Administrative Aide III of the Office of the Head of Recruitment, Selection & Placement and Personnel Records (OHRSPPR), commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January - December 2023**.

Marily V. Seville
MARILY V. SEVILLE
 Ratee

Approved:


Miriam M. de la Torre
MIRIAM M. DE LA TORRE
 OIC-Head, OHRSPPR

21 JUL 2023

GASSs/PAPs	Success Indicators	Task Assigned	Target (Jan - June 2023)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS/HRM STO 1: ISO 9001:2015 aligned documents and compliant processes							4.00		
OHRSPPR STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Provides better customer service experience to all clients.	95% of clients rated services as very satisfactory or higher	90%	4	4	4	4.74	
	PI 3. Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	Assists in Implementing all adm. & ISO aligned HR processes	100% processes implemented according to QP	100%	5	5	5	5.00	Zero NC during surveillance audit
	PI 6. Percentage of PRIME-HRM maturity level 3 accreditation evidences under RSP, PM & R&R prepared and submitted for approval	Assists in Preparation of evidences for PRIME HRM level 3	50% of required evidences for RSP level 3 prepared and submitted	N/A					still waiting for the new PRIME-HRM assessment tool from CSC Central Office
	PI 7. Percentage of ISO evidences compliant with existing OHRSPPR quality procedures kept intact and readily available to Auditor	Provides support in record keeping of ISO evidences	100% ISO compliant evidences	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									
OHRSPPR STO 3: ARTA aligned frontline services	PI 9. Efficient & customer friendly frontline service	Attends to queries and consultation on HR matters	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	


GASSs/PAPs	Success Indicators	Task Assigned	Target (Jan - June 2023)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO6: General Administrative and Support Services (GASS)									
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement									
OHRSPPR GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement	PI 54. Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	Reviews applicants' profile for administrative positions, screens, evaluates and prepares preliminary and comparative assessments	58 positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	58 positions with applicants profile prepared, screened, interviewed/evaluated 58/58 comparative assessments prepared	5	5	5	5.00	
		Total Over-all Rating		Comments & Recommendations for Development Purpose:					
		Average Rating	4.95 4.80 W						
		Adjectival Rating							

Evaluated & Rated by:


MIRIAM M. DE LA TORRE
 OIC-Head, RSPPRO

Date: **21 JUL 2023**

Approved by:


HONEY SOFIA V. COLIS
 Director, HRMO

21 JUL 2023


DANIEL LESLIE S. TAN
 VP for Admin & Finance

Date: **21 JUL 2023**

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

Comments & Recommendations for Development Purposes:

Sometimes need to focus on details as in change of prelim & comparative assessment.



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2023 to June 30, 2023

Name of Staff: Marily V. Seville

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 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 : _____

 21 JUL 2023
MIRIAM M. DE LA TORRE
 OIC – Head, RSPPRO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marily V. Seville

Performance Rating: January 1, 2023 – June 30, 2023

Aim: To become a well-rounded office staff.

Proposed Interventions to Improve Performance: Attendance to trainings/S-W

Date: January 1, 2023

Target Date: June 30, 2023

First Step:

Coaching on details of assigned task/functions at hand.

Result: Improved performance but sometimes need to focus on details

Date: January 1, 2023

Target Date: June 30, 2023

Next Step:

Fast-tracking of outputs.

Outcome: lessened backlogs & was able to discharge other tasks.

Final Step/Recommendation:

Attend more trainings/S-W related to office work

Prepared by:

MIRIAM M. DE LA TORRE 21 JUL 2023
Unit Head

Conforme:

MARILY V. SEVILLE 21 JUL 2023
Name of Ratee Faculty/Staff