



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MIRIAM M. DE LA TORRE**

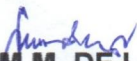
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING: 4.95
Add: Additional Approved Points, if any: -
TOTAL NUMERICAL RATING: 4.95

FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: Outstanding

Prepared by:


MIRIAM M. DE LA TORRE
Name of Staff


Reviewed by:


HONEY SOFIA V. COLIS
Immediate Supervisor

Recommending Approval:


HONEY SOFIA V. COLIS
OIC-Director for HRM

Approved:


DANIEL LESLIE S. TAN
VP for Admin & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Miriam M. De la Torre, of the Office of the Head of Performance Management and Rewards and Recognition (OHPMRR) 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, 2022 to December 31, 2022**.

Approved:


MIRIAM M. DE LA TORRE
 Ratee


HONEY SOFIA V. COLIS
 OIC Director, ODHRM

MFO & PAPs	Success Indicator	Tasks Assigned	Target (January- December)	Actual Accomplishment (July-December)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
ODHRM STO 1: ISO 9001:2015 aligned documents									
OHPMRR MFO 1: ISO 9001:2015 aligned documents									
ISO 9001:2015 aligned documents and compliant processes	PI 1. Number of existing quality procedures maintained/improved	Maintain/Improve existing ISO-aligned quality procedures	2 (PM & RR)	3 (PM, RR & RSP)	5	5	5	5.00	
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
OHPMRR MFO 2: Innovations and Best Practices									
Innovations and Best Practices	PI 2. Number of innovations developed and implemented	Introduce innovation in PMRR	1	1 (Rewards and Recognition)	5	5	4	4.67	Submitted draft revision on Loyalty Bonus for the Employee/ Faculty Manual)
	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	Gather and package needed documents for PRIME-HRM level 3 accreditation	50%	NA					Still waiting for the CSC Assessment tool for PRIME-HRM Level 3

MFO & PAPs	Success Indicator	Tasks Assigned	Target (January- December)	Actual Accomplishment (July-December)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services (GASS)									
VPAF GASS 1: Administrative & Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									
OHPMRR MFO 3: Administrative and Support Services Management									
Administrative and support services	PI 4. Efficient & customer friendly frontline service	Serves clientele with very satisfactory service	100% of clients served Very Satisfactorily	100% of clients served Very Satisfactorily	5	5	5	5.00	
	PI 5. No. of linkages with external agencies maintained	Maintain linkages with external agencies	2 (CSC Region & Ombudsman)	3 (CSC Region, CSC WLC, & Ombudsman)	5	5	5	5.00	
	PI 6. No. of ad hoc committee assignments served/functions performed	Perform assignments in Ad Hoc committees	2 (PMT& PRAISE)	5 (PMT, PRAISE/SIAC, NAPB, APB,NBC 461)	5	5	5	5.00	
	PI 7. Number of report of employees' submitted SALNs prepared and submitted to higher offices	Reviews and summarizes SALNs and submits report to Ombudsman and CSC	2 (Office of Ombudsman and CSC)	NA					For Jan-June rating period only
VPAF GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development									
OHPMRR MFO 4: Human Resource Management and Development									
	PI 8. Percentage compliance on PRIME-HRM Standards, Policies & Practices	Implement PRIME-HRM standards, policies and practices	100% compliant	100% compliant	5	5	5	5.00	
	PI 9. Percentage compliance of HRM Practices to ISO 9001:2015 standards	Implement ISO compliant HRM standards and practices	100% compliant	100% compliant	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target (January- December)	Actual Accomplishment (July-December)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODHRM GASS 2.3: Efficient and effective implementation of the University Performance Management and Rewards and Recognition Systems, Policies, Processes and Practices									
OHPMRR MFO 5: Performance Management and Rewards and Recognition Services									
Performance Management and Rewards and Recognition Services	PI 10. Percentage of received IPCRs reviewed and validated	Review approved IPCRs as to correctness of average rating and completeness of signatories and supporting documents	100%	100%	5	5	5	5.00	
	PI 11. Number of report of performance rating prepared and submitted to higher offices	Prepares and submits report of performance rating	3	1	5	5	4	4.67	2 reports submitted during Jan-June rating period)
	PI 12. Number of evaluation of JO performance tabulated	Summarize and analyze tabulated performance evaluation of JO workers	1,000	575	5	5	5	5.00	558 already accomplished Jan-June
	PI 13. Number of university employees awarded after rigid screening during anniversary celebrations	Gather and prepare list of employees with Outstanding ratings per approved IPCR as potential nominees for university awards	20	NA					For Jan-June rating period only
	PI 14. Number of report on comments and recommendations for development purposes prepared and submitted	Prepares and submits report on comments and recommendations for development purposes to L&D for HR intervention	1	1	5	5	5	5.00	
	PI 15. Number of employees given loyalty award	facilitates preparation of Loyalty Award Certificates and Pins	50	82	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target (January- December)	Actual Accomplishment (July-December)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 16. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	Facilitates nomination documents packaging for submission to CSC	3	1	5	5	5	5.00	This refers to the AHA of REAL, Inc (not in the target) since the CSC HAP was already complied during Jan-June rating period
	PI 17. Percentage of employees identified as top ranking and given step increment based on merit	Gather and prepare list of employees with Outstanding ratings per approved IPCR as potential nominees for step increment based on meritorious performance	5%	NA					Complied Jan-June rating period
Additional activities not identified in the target (Designated as OIC-Head of OHRSPPR effective Oct 17-Dec 31, 2022)									
	PI 18. Number of administrative services and financial/administrative	Reviews and acts on financial/admin documents within time frame	100% accomplishment	100% accomplishment	5	5	5	5.00	
	PI 19. 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 present preliminary and final comparative assessments	28 positions and 93 applicants profile reviewed, screened, interviewed/evaluated and preliminary and final comparative assessments presented to NAPB	28 positions and 93 applicants profile reviewed, screened, interviewed/evaluated and preliminary and final comparative assessments presented to NAPB	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target (January- December)	Actual Accomplishment (July-December)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 20. Percentage of ranking of applicants & recommendation to faculty positions submitted to APB for review & final action by the Pres	Reviews and presents ranking of faculty applicants from DPC for APB evaluation and final action by the President	100% ranking and recommendations for faculty positions	100% ranking and recommendations for faculty positions	5	5	5	5.00	
	PI 21. Number JO contracts reviewed and signed	Reviews and signs JO contracts	58 JO contracts	58 JO contracts	5	5	5	5.00	
	PI 22. Percentage of employees entitled to PEI benefits endorsed for payroll	Identify and prepare list of employees entitled to PEI and SRI for endorsement to payroll	100% of employees entitled to PEI and SRI benefits endorsed for payroll preparation	100%	5	5	5	5.00	
	PI 23. Percentage of JO workers entitled to one-time gratuity pay endorsed for final validation of actual service and for payroll	Prepare list of JO workers qualified to receive one-time Gratuity pay based on copy of approved contract	100% of JO workers entitled to one-time gratuity pay endorsed for final validation of actual service	100%	5	5	5	5.00	
Total Over-all Rating								94.33	
MIRIAM M. DE LA TORRE		Average Rating :		4.96	Comments & Recommendations for Development Purposes: <i>Continuing education on leadership and/or supervisory skills.</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.96					
		ADJECTIVAL RATING		Outstanding					

Evaluated & Rated by:


HONEY SOFIA V. COLIS

Immediate Supervisor

Date: _____

Recommending Approval:


HONEY SOFIA V. COLIS

OIC Director for HRM

Date: _____

Approved by:


DANIEL LESLIE S. TAN

Vice President for Admin & Finance

Date: _____

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: MIRIAM M. DE LA TORRE

Position: Administrative Officer 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

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						
Average Score						

Overall recommendation : Continuing education on leadership and/or supervisory skills.

Honey Sofia V. Colis
HONEY SOFIA V. COLIS
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODHRM-OHPMRR

Head of Office: Honey Sofia V. Colis

Number of Personnel: 1 (Miriam M. De la Torre)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	✓	Thru staff meeting			
Coaching	✓				

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

Conducted by:


HONEY SOFIA V. COLIS
 Immediate Supervisor

Noted by:


DANIEL LESLIE S. TAN
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIRIAM M. DE LA TORRE

Performance Rating: July-December 2022

Aim: To develop and/or acquire supervisory skills.

Proposed Interventions to Improve Performance:

Date: July 1, 2022 Target Date: December 31, 2022

First Step: Delegate supervisory functions and leadership role on the JO staff of PM and RR.

Result: Had performed supervisory/leadership roles to JO staff.

Date: _____ Target Date: _____

Next Step: Do coaching and mentoring from time to time on case to case or if the need arises.

Outcome: _____

Final Step/Recommendation:


Prepared by:



HONEY SOFIA V. COLIS

Unit Head

Conforme:



MIRIAM M. DE LA TORRE

AO III