

**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING**

Rating Period: JANUARY TO JUNE 2018

Name of Administrative Staff: FLORANTE G. DIDAL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	70%	3.381
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	5.00	30%	1.500
<b>TOTAL NUMERICAL RATING</b>			<b>4.88</b>

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: Outstanding


Prepared by:

  
FLORANTE G. DIDAL  
Name of Staff


Reviewed by:

  
TERESITA L. QUINAÑOLA  
Department/Office Head

Recommending Approval:

  
LOURDES B. CANO  
Director for Admin & HRD

Approved:

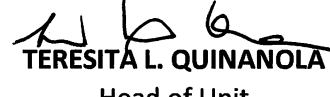
  
REMBERTO A. PATINDOL  
VP for Admin & Finance

# 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, 2018 to June 30, 2018**.

  
**FLORANTE G. DIDAL**  
 Ratee

Approved:

  
**TERESITA L. QUINANOLA**  
 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>	
PRPEO MFO 1: 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	5	5.00	
PRPEO MFO 7: Implementation of approved personnel benefits									
Percentage of CSC/DBM rules and policies on leave administration complied/implemented	No. of leave applications	Attaches approved leave applications to payroll	1,750	1,900	5	5	4	4.67	
	No. of leave applications	Processes, encodes, sorts and countersigns leave applications of casual/contractual employees	700	773	5	5	4	4.67	
		Processes, encodes, sorts and countersigns leave applications of regular employees	850	1,052	5	5	4	4.67	
	No. of DTR/CSR	Sorts, checks and monitors submission of DTR/CSR	4,000	4,464	5	4	4	4.33	
	Number of PACS prepared for submission to Landbank	Prepares PACS for ATM loading for Salaries of casual and contractual employees	12	12	5	5	5	5.00	
PRPEO MFO 8: Compliance to ISO 9001:2015 documentation requirements									
	Percentage implementation of work instructions	Implement assigned work instructions	100% implemented	100% implemented	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>	
PRPEO MFO 9: Percentage compliance to 5S on office and documents management									
	Percentage implementation of 5S	Implement 5S in the office	100% 5S compliant as to Office set-up	100% 5S compliant as to Office set-up	5	5	5	5.00	
PRPEO MFO 12: Compliance to HR Accreditation									
	Number of PRIME-HRM core area evidences/documents facilitated and gathered ready for CSC accreditation	Gathers requested evidences/documents for PRIME-HRM core areas, ready for submission to CSC and display at HR Accreditation Center for inspection and assessment by CSC team	2 core areas (RSP & PMS)	2 core areas (RSP & PMS)	5	5	5	5.00	
	Percentage compliance of requested HR evidences for updating of PRIME-HRM based on latest indicators displayed at HR Accreditation Center	Produce requested HR evidences/documents for updating of PRIME-HRM based on latest indicators at HR Accreditation Center	100% compliant of requested HR evidences in PRIME-HRM	100% compliant of requested HR evidences in PRIME-HRM	5	5	5	5.00	
Total Over-all Rating								48.33	
		Average Rating :		4.83	Comments & Recommendations for Development Purposes:  <i>To attend relevant training and to be more careful in his work assignments.</i>				
FLORANTE G. DIDAL		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.83					
		ADJECTIVAL RATING		OUTSTANDING					


Evaluated & Rated by:

  
**TERESITA L. QUIÑANOLA**  
Head, PRPEO

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

# Instrument for Performance Effectiveness Administrative Staff

Rating Period: JANUARY TO JUNE 2018

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
Total Score		60/12 = 5.0				

Overall recommendation :

  
TERESITA L. QUIÑANOLA  
Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: ODAHRD

Head of Office: DR. LOURDES B. CANO

Number of Personnel: Teresita L. Quiñanola, Florante G. Didal Regina C. Bebira

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
August 25, 2018	One-on-one meeting re: PM Docs preparation	Staff Meeting			Agreed to issue memo for units to submit DPC and to require HR Committee to implement EEOP
August 8, 2018	One-on-one with R. Bebira				Re: Leave Computation & Administration
Coaching					

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

Conducted by:

Noted by:

  
**LOURDES B. CANO**  
 Immediate Supervisor

  
**REMBERTO A. PATINDOL**  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FLORANTE G. DIDAL

Performance Rating: Outstanding

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance: To attend relevant trainings.

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

First Step:

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Result:

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

Next Step:

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

Final Step/Recommendation:

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Prepared by:

  
**TERESITA L. QUINANOLA**  
Unit Head

Conforme:

  
**FLORANTE G. DIDAL**  
Ratee – Admin Aide IV