



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.451
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.500
<b>TOTAL NUMERICAL RATING</b>			4.951

TOTAL NUMERICAL RATING: 4.951

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.951

FINAL NUMERICAL RATING 4.951

ADJECTIVAL RATING: Outstanding

Prepared by:

FLORANTE G. DIDAL  
Name of Staff

Reviewed by:

REGINA C. BIBERA  
Department Office Head

Recommending Approval:

HONEY SOFIA V. COLIS  
Dean/Director

Approved:

DANIEL LESLIE S. TAN  
Vice President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Florante G. Didal, of the Office of the In charge of Payroll and Leave Benefits 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 to ~~December 2022~~ *June 2022*

**FLORANTE G. DIDAL**

Ratee

Approved:

**REGINA C. BIBERA**

Head of Unit


GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-December 2022)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: Support to Operations (STO)									
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 1. Number of innovations developed and implemented	Generation of payslips for part-time instructors.	1	1	5	5	4	4.67	
OHPLB STO 2: Innovations & Best Practices	PI 2. Percentage operationalization of HRMIS on Payroll	Updates new salary rate of VSU personnel in the HRIS system	60%	10%	5	5	4	4.67	
	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	Assists in the gathering and packaging of documents needed for PRIME-HRM Level 3 accreditation	50%	50%	5	5	5	5.00	
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									
OHPLB GASS 1: Administrative and Support Services Management	PI 4. No. of linkages with external agencies maintained	Maintains Linkages with external agencies.	1 agency- GSIS	1 agency- GSIS	5	5	5	5.00	
	PI 5. Number of major university committees assignment served	Membership to the Loyalty Awards Program Committee	1	N/A					For 2nd Semester
	PI 6. Efficient & customer friendly frontline service	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	Zero complaint	5	5	5	5.00	
VPAF GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development									
OHPLB GASS 2: Human Resource Management and Development	PI 7. Percentage compliance on PRIME-HRM Standards, Policies & Practices	Regularly reviews CSC/DBM/VSU policy and guidelines prior to the preparation NOSI, NOSA and Loyalty Awards entitlement.	100% compliant	100% compliant	5	5	5	5.00	
	PI 8. Compliance of HRM Practices to ISO 9001:2015 standards	Implement ISO-aligned HR processes	100% compliant	100% compliant	5	5	5	5.00	
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									
	PI 9. Number of employees given loyalty award	Identifies and prepares masterlist of Qualified Employee for Loyalty Award	50	N/A					For 2nd Semester
	PI 10. Percentage of employees identified as top ranking and given step increment based on merit	Computes amount of salary differential to implement step increment based on merit	5%	5% of the top ranking employees' differential computed.	5	5	5	5.00	




GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-December 2022)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
ODHRM GASS 2.4: Efficient and effective Implementation of the Payroll and Leave Benefits systems, policies and processes									
<b>OHPLB GASS 3: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</b>	<b>PI 11.</b> Percentage updating of employee leave records and balances in the HRIS	Updates leave cards and encode recent leave balance in the HRIS	60% of updating of employee leave records and balances in the HRIS	50%	5	5	5	<b>5.00</b>	To be fully accomplished in the 2nd Semester.
	<b>PI 12.</b> Percentage of approved requests for grant of service credits with complete supporting papers processed	Encodes number of service credits granted to the individual records in the HRIS (Edats)	60% of individual records of faculty granted with Service Credits updated	50%					To be fully accomplished in the 2nd Semester.
	<b>PI 13.</b> Percentage of approved request/recommendation for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	Updates leave status of faculty with approved recommendations to their individual records in the HRIS	100% of leave status of faculty with approved recommendations to their individual records in the HRIS updated	50%	5	5	4	<b>4.67</b>	
	<b>PI 14.</b> Number of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	Prepares and process monthly payroll for salary of part-time instructors	10 monthly payroll of PT instructors prepared and processed within the prescribed period	185	5	5	5	<b>5.00</b>	
		Prepares and process semestral payroll for preparation pay of part-time instructors	2 semestral payroll of PT instructors prepared and processed within the prescribed period	1 semestral payroll of PT instructors prepared and processed within the prescribed period	5	5	5	<b>5.00</b>	To be fully accomplished in the 2nd Semester.
		Encode PT instructors records (names, rate/hour, maximum hours, atm number, preparation pay amount) in the payroll system database	50 Records updated in the payroll system database	102 Records updated in the payroll system database	5	5	5	<b>5.00</b>	
		Checks attachments and Computes DTRs and checks/verify attachments of part-time instructors for payroll preparation	100% of submitted DTRs	100% of submitted DTRs	5	5	5	<b>5.00</b>	
		Receive and file Report of Maximum Contact Hours,DTRs and Contracts of part-time instructors	50-Contact hours 50-Contracts, 500-DTRs	102-Contact Hours 102-Contracts 408-DTRs	5	5	5	<b>5.00</b>	
	<b>PI 15.</b> Number of Payslips prepared/generated and released	Prepares/generate Payslips of Part-time instructors	500 Payslips generated, printed and released	432	5	5	4	<b>4.67</b>	
	<b>PI 16.</b> Number of Special payroll prepared	Prepares special payroll for late appointments and late submission of DTRs	20	11	5	5	5	<b>5.00</b>	To be fully accomplished in the 2nd Semester.
	<b>PI 17.</b> Number of semi-monthly payroll and LDDAP for all casual and contractual employees.	Assists in the preparation of payroll for Salaries of all casual/contractual employees	24 semi-monthly payroll for casual and contractual employees	12 semi-monthly payroll for casual and contractual employees	5	5	5	<b>5.00</b>	
	<b>PI 18.</b> Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Prepares Notice of Step Increment (NOSI)	NOSI=130 NOSA=720	NOSI=100 NOSA=761	5	5	5	<b>5.00</b>	To be fully accomplished in the 2nd Semester.
	<b>PI 19.</b> Percentage processing of applications for loan with GSIS as alternate AAO	Approves/Certifies GSIS loan application in the AAO system	100% processing of applications for loan with GSIS as alternate AAO	100% (397)	5	5	5	<b>5.00</b>	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-December 2022)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Total Over-all Rating								98.67	
FLORANTE G. DIDAL		Average Rating :		4.93	Comments & Recommendations for Development Purposes:  <i>Must pursue graduate studies</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.93					
		ADJECTIVAL RATING		OUTSTANDING					


Evaluated & Rated by:

  
**REGINA C. BIBERA**  
 In Charge, PLB  
 Date: \_\_\_\_\_

Recommending Approval:

  
**HONEY SOFIA V. COLIS**  
 OIC Director, ODHRM  
 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: **January-June 2022**

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	5	4	3	2	1



12. Willing to be trained and developed	5	4	3	2	1
Score	60				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	60				
Average Score	5.0				

Overall recommendation : To pursue graduate studies

  
**REGINA C. BIBERA**  
 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: OHPLB

Head of Office: REGINA C. BIBERA

Number of Personnel: FLORANTE G. DIDAL

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Consultation)	
	One-on-One	Group			
Monitoring					
As needed	✓			✓	
Coaching					
Rendered him opinions on relevant CSC policy and guidelines on Loyalty Awards, NOSA and NOSI	✓			✓	

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

Conducted by:

REGINA C. BIBERA  
Immediate Supervisor

Noted by:

HONEY SOFIA V. COLIS  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FLORANTE G. DIDAL  
Performance Rating: January- June 2022

Aim: Familiarize HR processes and procedures .

Proposed Interventions to Improve Performance: Attendance to orientations on HRIS systems and functionalities

Date: January, 2022 Target Date: September 30, 2022

First Step: Attended Re-orientation seminar on the RSP, PDS and Edats of the Management Information System.

Result: He is now more familiar with the HRIS functions and systems specifically the Edats systems.

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

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

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

Final Step/Recommendation:

Should pursue graduate studies

Prepared by:

REGINA C. BIBERA  
Unit Head

Conforme:

FLORANTE G. DIDAL  
Administrative Aide IV