



**Annex P**

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

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.479
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.86	30%	1.458
<b>TOTAL NUMERICAL RATING</b>			<b>4.937</b>

TOTAL NUMERICAL RATING: 4.937

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.937

FINAL NUMERICAL RATING 4.937

ADJECTIVAL RATING: Outstanding


Prepared by:

  
**LUVILLA G. ALCOBER**  
Administrative Officer II

Reviewed by/ Recommending Approval:

  
**HONEY SOFIA V. COLIS**  
Director, HRMO

Approved:

  
**ELWIN JAY V. YU, MD**  
Vice President, Admin & Finance

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Luvilla G. Alcober, of the LDHRAO, 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 to December 31, 2024.

Approved:

LUVILLA G. ALCOBER  
Ratee

 7/13/24  
**HONEY SOFIA V. COLIS**  
Director, HRMO

MFOs/ PAFs	Success Indicator	Tasks Assigned	Target Jan 1 - Jun 30, 2024	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: Support to Operations (STO)										
VPAF STO 1: ISO 9001:2015 aligned documents										
HRMO STO 1: ISO 9001:2015 and PRIME-HRM aligned documents										
	PI 1. Number of quality procedures prepared/revised/implemented	Assist in the revision and implementation of the LDHRAO QPs and documented information aligned and compliant to ISO 9001:2015 & PRIME-HRM standard	3 QPs	Revised 3 L&D QPs	100%	5	5	5	5	PM-HRM-07 PM-HRM-11 PM-HRM-12
		Comply/answer audit findings	100%	100% (8/8)	100%	5	5	5	5	8 OFIs closed during the 5th IQA
VPAF STO 4: Innovations and Best Practices										
HRMO STO 4: Innovations and Best Practices										
	PI 1. Percentage operationalization of L&D on HRIS	Support and provide needed information in the crafting of the L&D on HRIS	20%	6%	30%	5	5	5	5	PM-HRM-11 For completion 2nd rating period
UMFO6: General Administrative and Support Services (GASS)										




<b>VPAF GASS 1: Administrative and Support Services Management</b>										
<b>HRMO GASS 1: Administrative and Support Services Management</b>										
	<b>PI 1.</b> Percentage of administrative services and financial/administrative documents acted within time frame	Review and act on financial/administrative documents within time frame	100% accomplishment	100% accomplishment	100%	5	5	5	5	
	<b>PI 2.</b> Number of LDHRAO personnel directly supervised, monitored and coordinated	Supervise, monitor, and coordinate LDHRAO personnel	3 personnels	3 personnels	100%	4	5	5	4.67	
	<b>PI 3.</b> Efficient & customer-friendly frontline services	Provide customer friendly services related to LDHRAO mandates	Zero complaint from clients served	Zero complaint from clients served	100%	5	5	5	5	
<b>VPAF GASS 2: Human Resource Management and Development</b>										
<b>HRMO GASS 2: Human Resource Management and Development</b>										
<b>HRMO GASS 2.2: Effective and efficient implementation of the L&amp;D Systems and Processes</b>										
	<b>PI 1.</b> No. of In-house L&D activities planned, implemented/facilitated & reports prepared	Plan and oversee the implementation of the activities stipulated in the approved Annual In-House L&D Activity Plan including requested activities	30 in-house L&D activities	20 in-house L&D activities conducted/facilitated (planned and requested)	100%	5	5	5	5	
		Prepare activity designs for in-house/requested activities	15 activity designs	Prepared 13 activity designs (10 approved)	100%	5	5	5	5	
		Prepare/design/layout programs/certificates to be distributed to the Resource Speakers, MCs, and participants	100% compliant	100% complied (7 In-house L&D activities conducted)	100%	5	5	5	5	

		Prepare activity completion report with complete attachments	15 completion reports	7 completion reports prepared and approved	100%	5	5	5	5	
		Do other task assigned by supervisor	100% of other task assigned by supervisor to be complied within timeframe	100% of other task assigned by supervisor complied within timeframe	100%	5	5	5	5	
<b>Total Over-all Rating</b>									<b>54.7</b>	
<b>Average Rating :</b>									<b>4.97</b>	
<b>Additional Points:</b>										
<b>Punctuality</b>										
<b>Approved Additional points (with copy of approval)</b>										
<b>FINAL RATING</b>									<b>4.97</b>	
<b>ADJECTIVAL RATING</b>									<b>0</b>	

Evaluated & Rated by:

Approved by:

 7/13/24  
**HONEY SOFIA V. COLIS**  
 Director, HRMO

  
**ELWIN JAY V. YU, MD**  
 VP for Admin. and Finance

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

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

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

Comments & Recommendations  
for Development Purposes:

*To pursue Masteral  
Degree.*



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LUVILLA G. ALCOBER  
Performance Rating: July 1-December 31, 2024

Aim: To enhance supervisory skills.

Proposed Interventions to Improve Performance:

Date: July 1, 2024 Target Date: December 31, 2024

First Step: For recommendation to the office of the president to attend  
trainings related to supervisory skills development.

Result: Enhanced supervisory skills.

Date: July 1, 2024 Target Date: December 31, 2024

Next Step: Attend HR related activities organized by CSC.


Outcome: Enhanced awareness on CSC policies.

Final Step/Recommendation:

Prepared by:

 7/13/24  
**HONEY SOFIA V. COLIS**  
Director, HRMO

Conforme:

 7/12/24  
**LUVILLA G. ALCOBER**  
Name of Ratee Faculty/Staff



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January 1 to June 30, 2024

Name of Staff: Luvilla G. Alcober Position: Admin. Officer II

**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		4.917				
<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		4.8				
Average Score		4.86				
Overall recommendation:						

  
**HONEY SOFIA V. COLIS**  
 Immediate Supervisor



## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
<b>HRMO STO 1: ISO 9001:2015 and PRIME-HRM aligned documents</b>								
<b>PI 1.</b> Number of quality procedures prepared/revised/implemented	Assist in the revision and implementation of the LDHRAO QPs and documented information aligned and compliant to the ISO 9001:2015 & PRIME-HRM standards	LG Alcober	January to June 2024 (Everyday)		Complied			
	Comply/answer audit findings	LG Alcober	January to June 2024 (As the need arises)		Complied			
<b>HRMO STO 4: Innovations and Best Practices</b>								
<b>PI 1.</b> Percentage operationalization of L&D on HRIS	Support and provide needed information in the crafting of the L&D on HRIS	LG Alcober	January to June 2024 (As the need arises)	For completion, 2 <sup>nd</sup> rating period.				
<b>HRMO GASS 1: Administrative and Support Services Management</b>								
<b>PI 1.</b> Percentage of administrative services and financial/ administrative documents acted within time frame	Review and act on financial/administrative documents within time frame	LG Alcober	January to June 2024 (As the need arises)		Complied			
<b>PI 2.</b> Number of LDHRAO personnel directly supervised, monitored, and coordinated	Supervise, monitor, and coordinate LDHRAO personnel	LG Alcober	January to June 2024 (Everyday)		Complied			
<b>PI 3.</b> Efficient & customer-friendly frontline service	Provide customer friendly services related to LDHRAO mandates	LG Alcober	January to June 2024 (Everyday)		Complied			



<b>HRMO GASS 2.2: Effective and efficient implementation of the L&amp;D Systems and Processes</b>								
<b>PI 1.</b> No. of In-house L&D activities planned, implemented/ facilitated & reports prepared	Plan and oversee the implementation of the approved Annual In-House L&D Activity Plan including requested in-house L&D activities	LG Alcober	January to June 2024 (As the need arises)		Complied			
	Prepare activity designs for the approved in-house/requested L&D activities	LG Alcober	January to June 2024 (As the need arises)		Complied			
	Prepare/design/ layout programs/ certificates to be distributed to the Resource Speakers, MCs, and participants	LG Alcober	January to June 2024 (As the need arises)		Complied			
	Prepare activity completion report	LG Alcober	January to June 2024 (As the need arises)		Complied			
	Do other task assigned by supervisor	LG Alcober	January to June 2024 (As the need arises)		Complied			

Prepared by:

  
**HONEY SOFIA V. COLIS**  
 Director, HRMO

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: HRMO-LDHRAO

Head of Office: HONEY SOFIA V. COLIS

Number of Personnel: 19

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		February 5, 2024, May 6, 2024, and July 11, 2024			Staff meetings and mid-year assessment of office targets and accomplishments

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

Conducted and noted by:

 7/13/24  
**HONEY SOFIA V. COLIS**  
 Director, HRMO