VISAYAS STATE UNIVERSITY

PAYROLL AND LEAVE BENEFITS OFFICE

Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

RECEIVED
A24-09
25 JAN 2024

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	4.88	70%	3.416
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.446
		TOTAL NUMERICAL RATING	4.862

TOTAL NUMERICAL RATING: 4.862
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: _____

Prepared by:

FLORANTE G. DIDAL
Name of Staff

Reviewed by:

HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval:

HONEY SOFIA V. COLIS
Dean/Director

Approved:

EDGARDO E. TULIN
Vice President

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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V0 11-12-2021
No. PUBO24-HRM27-01

I, **Florante G. Didal**, In charge of **Payroll and Leave Benefits 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-December 2023.

Approved:

01/24/24

FLORANTE G. DIDAL
Ratee

01/24/24

HONEY SOFIA V. COLIS
Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2023)	Actual Accomp (Jan-Dec 2023)	Rating				Remarks
					Q^1	E^2	T^3	A^4	
UMFO 5: Support to Operations (STO)									
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
OHPLB MFO 1: Innovations & Best Practices	**PI 1.** Pecentage operationalization of HRMIS on Payroll	Test run the new Payroll System (HRIS) together with the old system to assess its effectiveness, accuracy, & realibilty.	80%	100%	5	5	4	4.67	Error & system bugs still detected
OHPLB STO 2: Innovations & Best Practices	**PI 2.** Pecentage operationalization of HRMIS on Payroll	Facilitate in the updating of new salary rate of VSU personnel in the HRIS system	80%	100%	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	3 agency- GSIS	5	5	5	5.00	
	PI 5. Number of major university committees assignment served	Membership to the Loyalty Awards Program Committee	1	1	5	5	5	5.00	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2023)	Actual Accomp (Jan-Dec 2023)	Q[1]	E[2]	T[3]	A[4]	Remarks
	PI 6. Efficient & customer friendly frontline service	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	Zero percent complaint from clients served	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	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	4	4.67	
	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									
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	70	82	5	5	5	5.00	
	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%	5	5	5	5.00	
ODHRM GASS 2.4: Efficient and effective Implementation of the Payroll and Leave Benefits systems, policies									
OHPLB GASS 3: Efficient and Effective implementation of the Payroll and Leave Benefits systems,	PI 11. Percentage updating of employee leave records and balances in the HRIS	Facilitate in the updating leave cards and encodes leave balance in the HRIS	70%	90%	5	5	5	5.00	
	PI 12. Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the eDATS	Facilitate in the encoding of the number of service credits granted to the individual records in the HRIS (Edats)	60% of individual records of faculty granted with Service Credits updated	**100%** with approved request.	5	5	5	5.00	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2023)	Actual Accomp (Jan-Dec 2023)	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
policies, Processes and practices	PI 13. 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	Facilitate in the updating of 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	100%	5	5	5	5.00	
		Checks/verify attachments and Computes DTRs of part-time instructors for payroll preparation	100% of submitted DTRs	100% of submitted DTRs (985 dtrs reviewed and computed)	5	5	5	5.00	
		Receive and file Report of Maximum Contact Hours, DTRs and Contracts of part-time instructors	70-Contact hours 70-Contracts, 700-DTRs	Contact hours = 210 Contracts = 199 DTRs = 985	5	5	5	5.00	Filing of Contracts and DTRs were done by JO Worker.
	PI 14. 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=140 NOSA=733	5	5	3	4.33	
	PI 15. Number of request for approval in the HRIS (eDATS) acted.	Approves/Comfirms requests for Time Log Appeal, Leave Application, Official Business Travel, Work Schedule and Overtime	5,000 requests for Time Log Appeal, Leave Application, Official Business Travel, Work Schedule and Overtime	35,784 Requets approved: Time Log Appeal-21,222 Leave-7,007 Officila Travel-3,865 Work Sched-3,102 Overtime-406 WFH-182	5	5	4	4.67	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2023)	Actual Accomp (Jan-Dec 2023)	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
	PI 16. 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%** of loan applications acted and approved	5	5	5	5.00	
OTHER ACCOMPLISHMENTS	**PI 17.** Number of semi-monthly payroll and LDDAP for all regular, casual and contractual employees and PCC employees prepared and processed within prescribed period	Prepares and processes payroll for Salaries of all regular employees	8 semi-monthly payroll and LDDAP for all regular employees prepared and processed within prescribed period	8 semi-monthly payroll LDDAP for all regular employees (**2,528** records, **432** pages)	5	5	5	5.00	
		Update/Encode names, monthly deductions and other benefits of Regular Staff and Newly Hired employees in the payroll systems database	**5,056** personnel records updated in the payroll systems database	**5,056** personnel records updated in the payroll systems database	5	5	5	5.00	4 monthly payrolls and 4 payrolls for other benefits
		Checks/Review and countersigns payroll for Salaries of all regular PCC employees	8 semi-monthly payroll for all PCC regular employees.	8 semi-monthly payroll (**24** records, 16 pages)	5	5	5	5.00	
	PI 18. Number of monthly payroll for stipend VSU Scholars prepared and processed within the prescribed period	Checks/Review and countersigns monthly payroll for Stipend of scholars.	4 monthly payroll for Stipend of VSU Scholars prepared for processing within the prescribed period	4 Monthly Stipend payroll (**64** records, **6** pages)	5	5	5	5.00	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2023)	Actual Accomp (Jan-Dec 2023)	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
	PI 19. Number of special payroll prepared for regular and casual employees.	Prepares special payroll for year-end bonus, CNA, loyalty bonus, PEI, SRI, Overload Pay	77 special payroll for year-end bonus, CNA, loyalty bonus, PEI, SRI, Overload Pay	YEB = 9 CNA = 2 Loyalty = 4 PEI = 8 SRI = 3 Overload = 5	5	5	5	5.00	
		Checks/Review and countersigns special payroll for Clothing allowance Monetization, Terminal pay	77 special payroll for other Benefits	Clothing = 23 Monetization = 18 Terminal Pay = 9	5	5	5	5.00	
		Checks and coutersigns special payroll for 1st salary of newly hired/reappointed employees & last salary for retired/resigned employees, reinstated employees and Summer Pay.	91 special payroll	Newly Hired-30, Last Salary-12, Summer pay =23 Reinstated = 7 Other Special payroll =19	5	4	5	4.67	
	PI 20. Number of Payslips prepared/generated and released	Prepares/generate Payslips of regular employees	2,528 Payslips	2,528	5	5	5	5.00	
	PI 21. Percentage of PACS for ATM loading for Salaries of regular, casual/contractual employees and scholars,Honorarium, Midyear bonus, Year End, Stipend for scholars, Clothing allowance, terminal leave, PEI, Christmass bonus and other benefits. prepared, reviewed and released.	Prepares/Encode and review PACS for ATM loading for Salaries of regular employees and scholars, Year end and Cash gift bonus, PEI, CNA, SRI, Stipend for scholars, and other benefits.	100% of PACS prepared/encoded, reviewed and released.	100% (5,056 records reconciled and encoded in the PACS/FINdes for ATM loading of Salaries of VSU reg employees)	5	5	5	5.00	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2023)	Actual Accomp (Jan-Dec 2023)	Q¹	E²	T³	A⁴	Remarks
	PI 22 Number of reports submitted to budget office for DBM funding	Supervise and assist in the Preparation and submission of Report for Retirement Gratuities and Terminal Pay	2	2	4	4	4	4.00	
	PI 23 Number of CTO applications checked and computed	Checks/Review computed Compensatory Time Off (CTO) and countersigns CTO certificate.	2 CTO Certificate	2	5	5	5	5.00	
	PI 24 Number of proportionate vacation pay of faculty on teacher's leave computed and processed for payment	Checks/Review computed proportionate mid-term pay and countersigns mid-term pay certificates	104	104	5	4	5	4.67	
	PI 25 Number of approved requests for grant of service credits with complete supporting papers processed and encoded in the Edats	Checks/Review computed credit hrs of faculty for the purpose of granting service credits & countersigns Certificates of Service Credits	116	116	5	5	5	5.00	
Total Over-all Rating								151.33	

FLORANTE G. DIDAL		
Average Rating :	4.88	
Additional Points:		
Punctuality		
Approved Additional points (with copy of		
FINAL RATING	4.88	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purposes:

Continue retooling of skills on leave administration & payroll system

Evaluated & Rated by:

HONEY SOFIA V. COLIS   01/24/24
HONEY SOFIA V. COLIS
Director, HRMO
Date: Jan. 24, 2024

Recommending Approval:

HONEY SOFIA V. COLIS   01/24/24
HONEY SOFIA V. COLIS
Director, HRMO
Date: Jan. 24, 2024

Approved by:

EDGARDO E. TULIN
Vice President for Admin & Finance
Date: Jan 25, 2024

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

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023
Name of Staff: **FLORANTE G. DIDAL**　　　　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

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12. Willing to be trained and developed	5	4	3	2	1
Total Score	60				

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	22				
Average Score	4.82				

Overall recommendation   :   To pursue graduate studies

HONEY SOFIA V, COLIS
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
	1st	U
	2nd	A
✓	3rd	R T E
✓	4th	R

(QUARTER)

Name of Office: ___PLBO___

Head of Office: ___HONEY SOFIA V. COLIS___

Number of Personnel: <u>FLORANTE G. DIDAL</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Consultation)	
	One-on-One	Group			
Monitoring Discuss to address office	✓	✓ Staff Meeting on October 31, 2023	✓		
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:

EDGARDO E. TULIN
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FLORANTE G. DIDAL**
Performance Rating: <u>Jul-Dec 2023</u>

Aim: <u>To gain knowledge and updates on GSIS services and programs concerning remittances</u> .

Proposed Interventions to Improve Performance:

Date: <u>July 1, 2023</u>   Target Date: <u>December 31, 2023</u>

First Step: To send Mr. Didal to attend GSIS meeting at GSIS Maasin Branch

Result: _____

Date: _____   Target Date: _____

Next Step: Attend GSIS meeting at GSIS Maasin Branch

Outcome: <u>Become updated on requirements and solutions on outstanding arrears of VSU employees</u>

Final Step/Recommendation:

Continue attending capacity development programs.

Prepared by:

HONEY SOFIA V. COLIS
Unit Head

Conforme:

FLORANTE G. DIDAL
Administrative Aide IV