



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MERLE N. GRAVADOR**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.86 | 70% | 3.40 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75 | 30% | 1.43 |
| TOTAL NUMERICAL RATING | | | 4.83 |

TOTAL NUMERICAL RATING:

4.83

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.83

FINAL NUMERICAL RATING

4.83

ADJECTIVAL RATING:

Outstanding


Prepared by:

MERLE N. GRAVADOR
Name of Staff


Reviewed by:


HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval:


LOURDES B. CANO
Dean/Director

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Merle N. Gravador, 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-June 30, 2020.**

MERLE N. GRAVADOR

Ratee

Approved:

HONEY SOFIA V. COLIS


Head of Unit

| MFO & PAPs | Success Indicator | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|---|--|--|--|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | |
| OVPAF MFO 1: ISO-aligned Management and Administrative Support Services | | | | | | | | | |
| ODAHRD MFO 1: ISO-aligned Personnel Records Development and Management Services | | | | | | | | | |
| PRPEO MFO 1: ISO-aligned Personnel Records | PI 1. Percentage compliant of all HR processes to ISO Standards | Implement ISO-aligned HR processes | 100% compliant | 100% compliant | 4 | 4 | 4 | 4 | |
| UMFO6: General Administrative and Support Services (GASS) | | | | | | | | | |
| OVPAF MFO2: Administrative and Support Management Services | | | | | | | | | |
| ODAHRD MFO2: Human Resource Management and Development Services | | | | | | | | | |
| PRPEO MFO2: Human Resource Management and Development Services | PI 2. Efficient & customer-friendly frontline services | Attends to queries and consultation on personnel matters | Zero percent complaint from clients served | Zero percent complaint from clients served | 5 | 5 | 5 | 5 | |
| | PI 3. Percentage of acted financial and administrative documents within delegated authority within one day from receipt | Releases financial and administrative documents within delegated authority within one day from receipt | 100% of acted documents released | 100% of acted documents released | 5 | 5 | 5 | 5 | |
| | PI 4. No. of linkages with external agencies maintained | Maintains linkages with external agencies | 2 agency (DBM, GSIS) | 2 agency (DBM, GSIS) | 5 | 5 | 5 | 5 | |
| | PI 4.1 Percentage of printouts of confirmed GSIS loan applications released | Releases printout of confirmed GSIS loan applications | 100% of printouts | 100% of printouts | 5 | 5 | 5 | 5 | |
| PRPEO MFO3: Administration of Salary, Leave and other benefits of employee | PI 5. Percentage of payroll, vouchers, PACS for personnel benefits prepared, reviewed and released | Records and releases payroll, for salary and other benefits of employees | 100% implementation | 100% implementation | 5 | 5 | 5 | 5 | |
| | PI 6. Percentage of DTR received and endorsed | Receives DTRs and endorses to staff-in-charge for recording and monitoring | 100% implementation | 100% implementation | 5 | 5 | 5 | 5 | |
| | PI 6.1 Percentage of applications for leave, and service credits of faculty checked and processed | Receives, records, facsimile and endorses approved leave application to staff-incharge for computation of leave balances | 100% implementation | 100% implementation | 5 | 5 | 5 | 5 | |


| MFO & PAPs | Success Indicator | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|--|---|---|---|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| | PI 6.2 Percentage of maternity and terminal leave applications | Receives, records, facsimile and endorses maternity and terminal leave application to staff-incharge for computation of leave balances then forward to OP for approval | 100% implementation | 100% implementation | 5 | 5 | 5 | 5 | |
| | PI 6.3 Percentage of certifications of service credits released | Releases certifications of service credits | 100% implementation | 100% implementation | 5 | 5 | 4 | 4.67 | |
| | PI 8. Number of updated Service Record, Certificate of Employment, Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released | Records and releases NOSA and NOSI | 670 NOSA 150 NOSI | NOSA=750 NOSI=114 | 5 | 5 | 5 | 5 | |
| ODAHRD MFO3: ARTA, FOI and Data Privacy aligned services | | | | | | | | | |
| PRPEO MFO4: ARTA, FOI and Data Privacy aligned services | PI 12. Percentage of external clients served and rated the service received as Very Satisfactory or higher | Serves clientele with very satisfactory service | 100% of clients served rated the service as Very Satisfactory or higher | 100% of clients served rated the service as Very Satisfactory or higher | 4 | 4 | 4 | 4 | |
| ODAHRD MFO4: PRIME-HRM compliant in RSP, PM, L&D and R&R | | | | | | | | | |
| PRPEO MFO5: PRIME-HRM compliant in Recruitment, Selection and Placement (RSP) | PI 13. Percentage of required RSP evidences packaged for PRIME-HRM Level III accreditation | Gathers requested evidences/documents for PRIME-HRM core areas (RSP) ready for submission to CSC and display at HR Accreditation Center for inspection and assessment by CSC team | 100% of required evidences on RSP | 100% of required evidences on RSP | 5 | 5 | 5 | 5 | |
| | PI 15. Percentage of applicants for administrative positions profiled | Records and endorses application letters to staff encharge for profiling. | 100% implementation | 100% implementation | 5 | 5 | 5 | 5 | |
| | PI 17. Percentage of ranking of applicants on faculty positions for review and APB recommendation | Distributes notices, minutes and excerpts of of APB/ NAPB meetings | 100% implementation | 100% implementation | 5 | 5 | 5 | 5 | |
| | PI 17.1 Percentage of recommendations endorsed to appropriate Personnel Board/Office of the President | Receives/releases doc. Incoming/outgoing doc. for processing and approval by President | 100% implementation | 100% implementation | 5 | 5 | 5 | 5 | |
| | PI 17.2 Percentage of documents distributed to recipients in the cc (courtesy copy) list | Photocopies documents | 100% implementation | 100% implementation | 5 | 5 | 5 | 5 | |

| MFO & PAPS | Success Indicator | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|---|--|----------------------------------|----------------------------------|--|----------------|----------------|----------------|--|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| | PI 19. Percentage of records of Job Order employees maintained | Receives and records appointments | 100% implementation | 100% implementation | 5 | 5 | 4 | 4.67 | |
| PRPEO MFO6: PRIME-HRM compliant in Performance Management (PM) | PI 20. Percentage of required PM evidences packaged for PRIME-HRM Level III accreditation | Gathers requested evidences/documents for PRIME-HRM core areas (PM) ready for submission to CSC and display at HR Accreditation Center for inspection and assessment by CSC team | 100% of required evidences on PM | 100% of required evidences on PM | | | | | To be fully accomplished on the July-Dec rating period |
| | PI 21. Percentage of IPCRs from all employees monitored and followed up for the timely submission | Receives and records submitted IPCRs | 100% implementation | 100% implementation | 5 | 5 | 5 | 5 | |
| PRPEO MFO7: PRIME-HRM compliant in Reward and Recognition (R&R) | PI 24. Percentage implementation of loyalty awards | Records and releases payroll for loyalty bunos | 100% implementation | | | | | | To be fully accomplished on the July-Dec rating period |
| Total Over-all Rating | | | | | | | | 92.34 | |
| MERLE N. GRAVADOR | | Average Rating : | | 4.86 | Comments & Recommendations for Development Purposes: <i>she is hardworking and cooperative employee. She is recommended to participate on webinar on effective customer service amidst pandemic</i> | | | | |
| | | Additional Points: | | | | | | | |
| | | Punctuality | | | | | | | |
| | | Approved Additional points (with copy of approval) | | | | | | | |
| | | FINAL RATING | | 4.86 | | | | | |
| | | ADJECTIVAL RATING | | Outstanding | | | | | |


Evaluated & Rated by:


HONEY SOFIA V. COLIS
Head, RSPPRO
Date: _____

Recommending Approval:


LOURDES B. CANO
Director for Admin & HRD
Date: _____

Approved by:


REMBERTO A. PATINDOL
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 1, 2020 to June 30, 2020**

Name of Staff: **Merle N. Gravador**

Position: **Administrative Aide 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 | | 57.00 | | | | |

| 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 | | 57.00 | | | | |
| Average Score | | 4.75 | | | | |

Overall recommendation

: Ms. Gravador has always been hardworking + cooperative employee.


HONEY SOFIA V. COLIS
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: PRPEO

Head of Office: Honey Sofia V. Colis

Number of Personnel: Mrs. Merle N. Gravador

| Activity Monitoring | MECHANISM | | | | Remarks |
|---|------------|-------|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring Every 1st week of the month or when the need arises | ✓ | | | | |
| Coaching • Listening + motivating • Orienting to implement & scrutinize submitted documents/ reports are using ISO-aligned forms / templates | ✓ ✓ | | | | |

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

Conducted by:
Honey Sofia V. Colis
 Immediate Supervisor

Noted by:
Lourenes B. Cano
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Merle N. Gravador

Performance Rating: January-June 2020

Aim: To build a good relationship with the clients/customers.

Proposed Interventions to Improve Performance: Attendance to Effective Customer Service training/seminar

Date: January 2020 Target Date: April 2020

First Step: Recommend to attend/participate on Seminar/Training on Effective Customer Service

Result: Planned training programs were suspended due to COVID-19 pandemic

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Recommended for 2nd semester CY 2020

Prepared by:


HONEY SOFIA V. COLIS
Unit Head

Conforme:

MERLE N. GRAVADOR
Administrative Aide III