



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MIRIAM M. DE LA TORRE**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.93 | 70% | 3.45 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.88 | 30% | 1.46 |
| TOTAL NUMERICAL RATING | | | 4.91 |

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: Outstanding

Prepared by:


MIRIAM M. DE LA TORRE
Name of Staff


Reviewed by:


HONEY SOFIA V. COLIS
Immediate Supervisor

Recommending Approval:


HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Approved:


DANIEL LESLIE S. TAN
VP for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Miriam M. De la Torre, of the Office of the Head of Performance Management and Rewards and Recognition (OHPMRR) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 1, 2021 to December 31, 2021**.

Approved:


MIRIAM M. DE LA TORRE
 Ratee


HONEY SOFIA V. COLIS
 OIC Director, ODHRM


| MFO & PAPs | Success Indicator | Tasks Assigned | Target (Jan-Dec) | Actual Accomplishment (Jul-Dec) | Rating | | | | Remarks |
|--|---|--|--|--|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO5. SUPPORT TO OPERATIONS | | | | | | | | | |
| OVPAF MFO 1: ISO aligned management and administrative support services | | | | | | | | | |
| ODHRM MFO: ISO aligned Personnel Records Development and Management Services | | | | | | | | | |
| OHPMRR MFO 1: ISO 9001:2015 aligned documents and compliant processes | | | | | | | | | |
| ISO 9001:2015 aligned documents and compliant processes | PI 1. Percentage compliant to ISO-aligned documents and compliant processes | Implement ISO-aligned HR documents and processes | 100% compliant | 100% compliant | 5 | 5 | 5 | 5.00 | |
| UMFO 6: General Administration Support Service | | | | | | | | | |
| OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT | | | | | | | | | |
| ODHRM MFO 1: Administrative and support services Management | | | | | | | | | |
| OHPMRR MFO 2: Administrative and Support Services | | | | | | | | | |
| Administrative and support services | PI 2. Efficient & customer friendly frontline service | Serves clientele with very satisfactory service | 100% of clients served Very Satisfactory | 100% of clients served Very Satisfactory | 5 | 5 | 5 | 5.00 | |
| | PI 3. No. of linkages with external agencies maintained | Maintain linkages with external agencies | 2 (CSC Region & Ombudsman) | 3 (CSC Region & Ombudsman) | 5 | 5 | 5 | 5.00 | |
| | PI 4. No. of ad hoc committee assignments served/functions performed | Perform assignments in Ad Hoc committees | 2 (PMT& PRAISE) | 3 (PMT& PRAISE-SIAC) | 5 | 5 | 5 | 5.00 | |

| ODHRM MFO 2: IMPLEMENTATION OF THE RECRUITMENT, SELECTION AND PLACEMENT SYSTEM | | | | | | | | | |
|--|---|--|---|--|---|---|---|------|--|
| Recruitment, Selection, and Placement Services | PI 5. Percentage of JO contracts/appointments received reviewed and countersigned | Reviews and countersigns appointments of JO workers | 100% of received appointment | 100% of received appointment | 5 | 5 | 5 | 5.00 | |
| | PI 6. Percentage of JO new service cards prepared | Prepares New Service Card for JO workers | 100% new service Cards prepared | 100% new service Cards prepared | 5 | 5 | 5 | 5.00 | |
| | PI 7. Percentage of JO Service Cards updated | Updates Service Cards of JO workers | 100% Service Cards updated | 100% Service Cards updated | 5 | 5 | 5 | 5.00 | |
| | PI 8. Percentage of JO records encoded | Encodes appointments, personal profile of JO workers | 100% of JO records encoded | 50% of JO records encoded | 5 | 5 | 5 | 5.00 | |
| ODHRM MFO 4: Efficient and Effective implementation of the university Performance Management and Rewards and Recognition systems, policies, processes and practices | | | | | | | | | |
| OHPMRR MFO 3: Performance Management and Rewards and Recognition Services | | | | | | | | | |
| Performance Management and Rewards and Recognition Services | PI 10. Percentage of employees monitored their submission and actually submitted their IPCRS | Monitors submission of approved IPCRs and received were reviewed | 100% of employees monitored their submission and actually submitted their IPCRS | 100% of employees monitored their submission and 98% submitted IPCRs | 5 | 5 | 4 | 4.67 | |
| | PI 11. Number of performance evaluation summary result prepared and submitted (PMT, CSC & QAC) | Prepares and submits performance report of rating | 3 performance evaluation summary result prepared and submitted (PMT, CSC & QAC) | 2 performance evaluation summary result prepared and submitted (PMT & CSC) | 5 | 5 | 5 | 5.00 | |
| | PI 12. Number of evaluation of JO performance tabulated | Encodes and tabulate performance evaluation | 700 evaluation of JO performance tabulated | 578 evaluation of JO performance tabulated | 5 | 5 | 4 | 4.67 | |


| | | | | | | | | | |
|---|---|--|--|---|---|---|---|------|---|
| | PI 14. Summary of the ratings and qualitative comments prepared and submitted to L & D Office for analysis and input to L & D interventions | Prepares summary of ratings and qualitative comments of JO evaluation and all received Employee Dev't Plan (EDP) of employees endorsed and submitted to L and D office for analysis and input to L & D interventions | 1 Summary of the ratings and qualitative comments prepared and 100% of received EDP submitted and endorsed to L & D Office for analysis and input to L & D interventions | 1 Summary of the ratings and qualitative comments | 5 | 5 | 4 | 4.67 | |
| | PI 15. Number of employees given loyalty awardees every September and paid loyalty bonus | facilitates preparation of Loyalty Award Certificates and Pins | 50 employees given loyalty awardees every September and paid loyalty bonus | 76 employees given loyalty award every September and paid loyalty bonus | 5 | 5 | 5 | 5.00 | |
| | PI 19. Percentage of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center | Gather and package needed documents for level 3 accreditation | 100% of documents needed for level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center | N/A | | | | | No CSC assessment tool received for level 3 PRIME-HRM level 3 |
| ODHRM MFO 6: Innovations & new Best Practices Development Services | | | | | | | | | |
| OHPMRR MFO 4: Innovations & new Best Practices | | | | | | | | | |
| Innovations and Best Practices | PI 20. Number of entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required (SPMIS) | Facilitates university entry to the DAP search for 2021 Government Best Practice recognition | 1 entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required (SPMIS) | N/A | | | | | receipt of call for submission of entry was after deadline |

| | | | | | | | | | |
|---|--|--|--|--------------------|---|---|---|--------------|--|
| Additional activities not identified in the target | Percentage of employees entitled to PEI and SRI benefits endorsed for payroll | Identify and prepare list of employees entitled to PEI and SRI for endorsement to payroll | 100% of employees entitled to PEI and SRI benefits endorsed for payroll preparation | 100% | 5 | 5 | 5 | 5.00 | |
| | Percentage of JO workers entitled to one-time gratuity pay endorsed for final validation of actual service | Prepare list of JO workers qualified to receive one-time Gratuity pay based on copy of approved contract | 100% of JO workers entitled to one-time gratuity pay endorsed for final validation of actual service | 100% | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | | | | 74.00 | |
| MIRIAM M. DE LA TORRE | | Average Rating : | | 4.93 | Comments & Recommendations for Development Purposes: <i>Highly dependable. To enhance her supervisory & technical skills, she is recommended to attend relevant L + D activities such as leadership & management training/courses.</i> | | | | |
| | | Additional Points: | | | | | | | |
| | | Punctuality | | | | | | | |
| | | Approved Additional points (with copy of approval) | | | | | | | |
| | | FINAL RATING | | 4.93 | | | | | |
| | | ADJECTIVAL RATING | | Outstanding | | | | | |


Evaluated & Rated by:


HONEY SOFIA V. COLIS
Immediate Supervisor
Date: _____

Recommending Approval:


HONEY SOFIA V. COLIS
OIC Director for HRM
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: July-December 2021

Name of Staff: MIRIAM M. DE LA TORRE

Position: Administrative Officer 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 | | | | | | |
|--|---|-------|---|---|---|--|
| 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 | | 83/17 | | | | |
| Average Score | | 4.88 | | | | |

Overall recommendation : _____


HONEY SOFIA V. COLIS
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODHRM-OHPMRR

Head of Office: Honey Sofia V. Colis

Number of Personnel: 3 (1 regular; 2 JO)


| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|------------|--|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | ✓ | Thru staff meeting on: July 13, 2021 July 16, 2021 July 21, 2021 July 23, 2021 Aug 10, 2021 Oct 1, 2021 Oct 4, 2021 Oct 7-8, 2021 Oct 11, 2021 Oct 14, 2021 Nov 25, 2021 Dec 2, 2021 | | | |
| 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:


DANIEL LESLIE S. TAN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MIRIAM M. DE LA TORRE

Performance Rating: July-December 2021

Aim: Improve supervisory and technical skills

Proposed Interventions to Improve Performance:

Date: July 1, 2021 Target Date: July 2022

First Step: Clearly communicate and cascade the targets and assess accomplishments of the office.

Result: The employee had significantly accomplished the targets of the office.

Date: December 28, 2021


Target Date: 1st Quarter of 2022

Next Step: To attend any relevant available training courses to develop technical and supervisory skills.

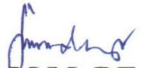
Outcome: Efficient and effective management of OHPMRR and its processes.

Final Step/Recommendation:

Prepared by:


HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Conforme:


MIRIAM M. DE LA TORRE
AO III