



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	4.92 4.85 <i>12/12/2020</i>	70%	3.44 3.40 <i>12/12/2020</i>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.89 4.85 <i>12/12/2020</i>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

Miriam M. De La Torre
MIRIAM M. DE LA TORRE
Name of Staff

Reviewed by:

Honey Sofia V. Colis
HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval:

Lourdes B. Cano
LOURDES B. CANO
Dean/Director

Approved:


Remberto A. Patindol
REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Miriam M. De la Torre, 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, 2020 to June 30, 2020.

Approved:


MIRIAM M. DE LA TORRE
Ratee



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	5	5	5	5	
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 4. No. of linkages with external agencies maintained	Maintains linkages with external agencies	(CSC, DBM, CHED, Ombudsman, GSIS)	(CSC, DBM, CHED, Ombudsman)	5	5	5	5	
PRPEO MFO3: Administration of Salary, Leave and other benefits of employee	PI 5. Percentage of payroll for salary of Part-time Instructors reviewed	Reviews and countersigns payroll for salary of Part Time Instructors	100% of received payroll reviewed	100% of received payroll reviewed	5	5	5	5	
	PI 9. Percentage of SALNs reviewed and submitted to CSC/Ombudsman	Reviews and summarizes SALNs and submits report to CSC and Ombudsman	100% implementation						to be accomplished Jul-Dec rating period
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 Very Satisfactory	100% of clients served Very Satisfactory	5	5	5	5	
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 19. Percentage of appointments received reviewed and countersigned	Reviews and countersigns appointments of JO workers	100% of received appointment	100% of received appointment	5	5	5	5	
	PI 19.1 Percentage of 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	
	PI 19.2 Percentage of Service Cards updated	Updates Service Cards of JO workers	100% Service Cards updated	100% Service Cards updated	5	5	5	5	
	PI 19.3 Percentage of records	Encodes appointments, personal profile of JO workers	100% of JO records encoded	100% of JO records encoded	5	5	5	5	
	PI 19.4 No. of masterlist	Prepares masterlist of JO workers	1	1	5	5	5	5	
PRPEO MFO6: PRIME-HRM compliant in Performance Management (PM)	PI 20. Percentage of required PM evidences packaged for PRIME-HRM Level III accreditation	Gathers, organizes and packages PM related documents ready for inspection and assessment by CSC team	100% of required evidences on PM						to be accomplished Jul-Dec rating period
	PI 21. Percentage of approved IPCRs from all employees monitored and followed up for the timely submission	Monitors submission of approved IPCRs	100% implementation	100% implementation	5	4	4	4.33	
	PI 22. Percentage of data from IPCRs consolidated to identify employees who may be recommended for university and meritorious award	Gather and prepare list of employees with Outstanding ratings per approved IPCR as potential nominees for university and meritorious awards	100% of deserving employees included and endorsed	100% of deserving employees included and endorsed	5	5	4	4.67	

	PI 23. Percentage of employee development plan from IPCRs consolidated and endorsed to L&D section to identify employees who needs further training through the Learning and Development interventions	Gathers, consolidates, and endorses all submitted employee development plan to L and D section for HR intervention	100% of submitted EDPs endorsed	100% of submitted EDPs endorsed	5	5	5	5	
PRPEO MFO7: PRIME-HRM compliant in Reward and Recognition (R&R)	PI 24. Percentage implementation of loyalty awards	Prepares Loyalty Award Certificates and Pins	100% of entitled employees given the award						to be accomplished Jul-Dec rating period
ODAHRD MFO5: Innovations/changes for continued Improvement or Improved Services									
PRPEO MFO8. Innovations/changes for continued Improvement or Improved Services	PI 25. Number of Quality Procedures revised	Revises Quality Procedure for Performance Management of VSU Faculty and Staff	1 Quality Procedure (QP on PM)						to be accomplished Jul-Dec rating period
Total Over-all Rating								63.01	12/27/2020
MIRIAM M. DE LA TORRE		Average Rating :		4.92-4.85	Comments & Recommendations for Development Purposes: Ms., De la Torre is recommended for training on supervisory skill				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.92-4.85					
		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: **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		58.00				

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						
Average Score		4.83				

Overall recommendation

Ms. De la Torre has the competency on independent interpretation and application of regulations & policies required in performance management. She possess the ability to develop methods to enhance processes.

Honey
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: Ms. Miriam M. de la Torre

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 Coach in the moment Follow-up feedback Listen & encourage	✓ ✓ ✓				

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

Conducted by:
Honey Sofia V. Colis
Immediate Supervisor

Noted by:
Louredes B. Cano
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Miriam M. De la Torre

Performance Rating: January-June 2020

Aim: To fully capacitate in Performance Management as well as Rewards and Recognition areas in HR.

Proposed Interventions to Improve Performance: Attend training related to performance management of employees and rewards and recognition.

Date: January 2020 Target Date: May 2020

First Step: Recommend for attendance to the above mentioned training / seminar through the L+D

Result: Sending USA administrative staff to seminars + trainings were suspended due to COVID-19 pandemic

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:

Honey
HONEY SOFIA V. COLIS
Unit Head

Conforme:

Miriam M. De la Torre
MIRIAM M. DE LA TORRE
AO III