



Annex P

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

Name of Administrative Staff: LIONEL H. LIONG

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.62	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			

TOTAL NUMERICAL RATING:


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

  
**LIONEL H. LIONG**  
Name of Staff


Reviewed by:

  
**JENNIFER E. ANDO**  
Department/Office Head

*Recommending*  
Approved:

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

Approved:

  
**ELWIN JAY V. YU**  
VP, Admin. & Finance



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Lionel H. Liong of the RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS 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 - June 2024.

  
LIONEL H. LIONG  
Ratee

Approved:

  
JENNIFER E. ANDO  
Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2022)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UGAS5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS/HRM STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRSPPR STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Provides better customer service experience to all clients	95% of clients rated services as very satisfactory or higher	100%	5	5	5	5.00	
	PI 2. Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	Assits in carring out all administrative and HR processes in line with existing approved quality procedures	100% processes implemented according to QP	100%	5	5	5	5.00	
	PI 3. Percentage of PRIME-HRM maturity level 3 accreditation evidences under RSP, PM & R&R prepared and submitted for approval	Assists in the gathering and compilation of the required evidences for RSP level 3	75% of required evidences for RSP level 3 prepared and submitted	75% of required evidences for RSP level 3 prepared and submitted	N/A				Still waiting for the release of the lists of the new Prime HRM asesment tools.
HRMO MFO 2:IMPLEMENTATION OF THE RECRUITMENT, SELECTION AND PLACEMENT SYSTEM									
	Pl. 5 Percentage of screening and evaluation of applicants to vacant positions processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC	Reproduces copies of the vacancy announcements for posting to bulletin boards, website & social media	75 publications	85 publications	5	4	4	4.33	
		Emails the approved publication of vacant to CSC for posting on CSC Websites	15 publications	60 publications	5	5	5	5.00	
		Publication of vacant positions to HRIS for posting at jobs.edu.ph	15 publications	60 publications	5	5	5	5.00	
		Assist in the gather data and encode PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP) in the DBM system & HRIS-Plantilla	100% assisted in data gathering & encoding	100% assisted in data gathering & encoding	5	4	4	4.33	
		Assist in the comparative assessment in selection of job applicants.	100% of the applicants have been contacted through text/email.	100% of the applicants have been contacted through text/email.	4	4	4	4.00	



GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2022)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		Assist in the checking of completeness and accuracy of documentary requirements for appointments	250 appointments processed without invalidation	321 appointments processed without invalidation	5	4	4	4.33	
		Do other task assigned by the head/supervisor within time frame	100% of the task assigned by the head/supervisor was complied	100% of the task assigned by the head/supervisor was complied	5	5	4	4.66	
Total Over-all Rating								4.62	
LIONEL H. LIONG		Average Rating :	4.62		Comments & Recommendations for Development Purposes <i>attend HR related trainings</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING	4.62						
		ADJECTIVAL RATING	OUTSTANDING						

Evaluated & Rated by:

*JH*  
**JENNIFER E. ANDO**  
 Head, RSPPRO  
 Date: 7/23/24

Recommending Approval:

*HS*  
**HONEY SOFIA V. COLIS**  
 Director, HRMO  
 Date: 7/23/24

Approved by:

*ELW*  
**ELWIN JAY V. YU**  
 Vice President for Admin & Finance  
 Date: 7-24-24

Legend:

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lionel H. Liong  
Performance Rating: January – June 2024

Aim: To further enhance competencies in HR documents.

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: June 30, 2024

First Step: Attendance to Seminar-Workshop/ Convention/ Trainings related to  
management of HR documents.

Result:

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


Next Step:

Outcome: \_\_\_\_\_


Final Step/Recommendation:

Attendance to HR & Records Management related trainings to further enhance  
knowledge & competencies for effective implementation.

Prepared by:

  
JENNIFER E. ANDO  
Unit Head

Conforme:

  
LIONEL H. LIONG  
Name of Ratee Faculty/Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: Jan 1 to June 30, 2024

Name of Staff: LIONEL H. LIONG

Position: Admin 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 ( <i>both for subordinates and supervisors</i> )		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				
<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						
Average Score		4.75				
Overall recommendation: To attend HR related training.						

  
**JENNIFER E. ANDO**  
 Head, RSPPRO