



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.854	70%	3.398
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.813	30%	1.444
TOTAL NUMERICAL RATING			4.842

TOTAL NUMERICAL RATING: 4.842
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.842

FINAL NUMERICAL RATING 4.842

ADJECTIVAL RATING: Outstanding

Prepared by:

FLORANTE G. DIDAL
Name of Staff

Reviewed by:

REGINA C. BIBERA
Department/Office Head

Recommending Approval:

HONEY SOFIA V. COLIS
Dean/Director

Approved:


DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Florante G. Didal, of the Office of the In charge of Payroll and Leave Benefits 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 to December 2021.


FLORANTE G. DIDAL
 Ratee

Approved:



REGINA C. BIBERA
 Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (July-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration Support Service									
OVPAF GASS 1: Administrative and Support Services Management									
OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									
ODHRM MFO 1: Administrative and Support Services									
<u>OHPLB MFO 1: Administrative and Support Services</u>	PI 1. Efficient & customer friendly frontline service	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	One query/complaint served/processed & resolved	5	5	4	4.67	
	PI 2. No. of linkages with external agencies maintained	Maintains Linkages with external agencies.	1 agency- GSIS	1 agency- GSIS	5	5	5	5	
OVPAF GASS 1: Administrative and support services Management									
ODHRM MFO 5: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes									
<u>OHPLB MFO 2: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, Processes and practices</u>	PI.4 Number of employees given loyalty awards every September and paid loyalty bonus	Identifies and prepares masterlist of Qualified Employee for Loyalty Award	50	76	5	5	5	5	
	PI 5. 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	100%	100%	5	5	5	5	
	PI 6. Percentage updating of employee leave records and balances in the HRIS	Updates leave cards and encode recent leave balance in the HRIS	100% of updating of employee leave records and balances in the HRIS	80%	5	5	4	4.67	The encoding of service credits and leave status of Faculty still needs system adjustment by the programmer
	PI 10. Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the eDATS	Encodes number of service credits granted to the individual records in the HRIS (Edats)	100% of individual records of faculty granted with Service Credits updated	80%	4	4	4	4	The encoding of service credits and leave status of Faculty still needs system adjustment by the programmer

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (July-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 11. 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	Updates 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	80%	4	4	4	4	The encoding of service credits and leave status of Faculty still needs system adjustment by the programmer
	PI 13. Percentage of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	Prepares and process monthly payroll for salary of part-time instructors	100% of monthly payroll of PT instructors prepared and processed within the prescribed period	100%	5	5	5	5	
		Prepares and process semestral payroll for preparation pay of part-time instructors	100% of semestral payroll of PT instructors prepared and processed within the prescribed period	100%	5	5	5	5	
		Encode PT instructors records (names, rate/hour, maximum hours, atm number, preparation pay amount) in the payroll system database	100% of PT Instructors records updated in the payroll system database	100%	5	5	5	5	
		Checks attachments and Computes DTRs and checks/verify attachments of part-time instructors for payroll preparation	100% of submitted DTRs	100% of submitted DTRs and attachments computed and checked/verified	5	5	4	4.67	
		Receive and file Report of Maximum Contact Hours, DTRs and Contracts of part-time instructors	100%	100%	5	5	5	5	
	PI 18. Number of Payslips prepared/generated and released	Prepares/generate Payslips of Part-time instructors	700 Payslips generated, printed and released	1039- Payslips	5	5	5	5	
	PI 19. Percentage compliance to request for special payroll served	Prepares special payroll for late appointments and late submission of DTRs	100% compliance to request for special payroll served	100% compliance to request for special payroll served	5	5	5	5	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (July-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 21. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Prepares Notice of Step Increment (NOSI)	NOSI=65	NOSI=140	5	5	5	5	
	PI 22. 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%	5	5	5	5	
Total Over-all Rating								7.01	
FLORANTE G. DIDAL		Average Rating :		4.813	Comments & Recommendations for Development Purposes: To pursue graduate studies.				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		Outstanding					
		ADJECTIVAL RATING							

Evaluated & Rated by:


REGINA C. BIBERA
 In Charge, PLB


Date: _____

Recommending Approval:


HONEY SOFIA V. COLIS
 OIC Director, ODHRM

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: **FLORANTE G. DIDL**

Position: **Administrative Aide IV**

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
Score	Total 59				
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	4.92				

Overall recommendation : To pursue graduate studies


REGINA C. BIBERA
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHPLBHead of Office: REGINA C. BIBERANumber of Personnel: FLORANTE G. DIDAL

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Consultation)	
	One-on-One	Group			
Monitoring					
As needed	✓			✓	
Coaching					
Rendered him opinions on relevant CSC policy and guidelines on Loyalty Awards, NOSA and NOSI	✓			✓	

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

Conducted by:

REGINA C. BIBERA
Immediate Supervisor

Noted by:

HONEY SOFIA V. COLIS
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FLORANTE G. DIDAL

Performance Rating: July- December 2021

Aim: Familiarize HR processes and procedures .

Proposed Interventions to Improve Performance: Attendance to orientations on HRIS systems and functionalities

Date: July 1, 2021 Target Date: September 30, 2021

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Should consider acquainting himself the two HRIS features (Payroll & eDATS)

Prepared by:


REGINA C. BIBERA
Unit Head

Conforme:


FLORANTE G. DIDAL
Administrative Aide IV