

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, DANIELLE V. ASALDO of the Office of Human Resource Management and Development, commit 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 2024.



DANIELLE V. ASALDO

Position: Administrative Assistant II (HRMA)
Date: 1/13/2025

Reviewed by: <u>CHRISTINE O. LARAN, MBA</u> Immediate Supervisor	Approved by: <u>GORDON B. OPINA, MPA</u> Next Higher Supervisor	Date
RATING SCALE		5 – Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 – Unsatisfactory 1 - Poor

BREAKTHROUGH GOAL:




STRATEGIC PRIORITIES (10 %)

Success Indicators (Targets + Measures)	Allotted Budget	Actual Accomplishment	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
Strategic Objectives # 9: IMPLEMENT THE CSC PRIME HRM FRAMEWORK TO ESTABLISH A COMPETENCY DRIVEN CULTURE IN SLSU						4.02	
Conduct trainings based on individual development plan (IDPs) and Needs Assessment.		Conducted 75% (6/8) trainings in the annual training calendar.	2.95	4	3.25	3.52	
Collect and keep record of Analyzed Data in IDP		Collected and keep record for the IDP 2024 analyzed by the help of Ms. Hermano.			4	4	
Strategic Objective # 11. RE – ENERGIZE SLSU WITH ITS COMMITMENT TO ITS RE – AFFIRMED CORE VALUES.							
Implementation of Public Service Values Program		Conducted 1/1 Public Service Values Program entitled “Core Compass: Navigating Values of Service and Social Responsibility” on December 6, 2024		5	5	5	

50% of existing employees participated in values Re-orientation program		33% (89/263) existing employees participated in values Re-orientation program		4	3.44	
3.599						
CORE FUNCTIONS (80%)						
100% assist in the conduct of training needs identification by the end of December 2024		Made five (5) training proposals conducted by the office.	5	5	5	
		Requested memorandum order for the six (6) trainings conducted.	5	5	5	
		Made seven (7) invitations for the resource speakers for the training conducted.		5	5	
		Assist the Head of HRD in conducting the Pre and Post evaluation.		4	4	
		Made 211 certificates for the participants who attended the trainings conducted.	4		4	
		Made 1 article for the tree planting and Zumba activity.	5		5	
Develop plans/programs by the end of 2024		Assisted the Director of UHRMD in developing more than 3 plans/programs during the Strategic planning workshop.	4		4	
HRD Formulation		on-going		2	2	
Support in conducting one (1) re-orientation of IDP submission & needs assessment for year 2025.		Conducted 1/1 re-orientation of IDP and Needs Assessment on Dec 12, 2024; OP Memo 247.	4		4	
Assist in the conduct of survey on the innovative employee behavior.		Conducted survey in the innovative employee behavior.	4		4	
Assist one (1) development innovation on L&D activities implemented		Implemented 3 development and innovations on L&D activities: 1. Introduced checklist of activities related to L&D, 2. used QR code for attendance and 3. pre-and exit conference of L&D in charge.	5		5	
Conduct employee engagement index measured via employee attitude and engagement surveys (high EEI=High Productivity)		Conducted survey on the employee engagement Index measured via employee attitude and engagement surveys	4		4	
Conduct one (1) onboarding program or orientation activities to newly hired faculty/staff by end of December 2024			-	-	-	The onboarding program will be conducted in 2025

							and will cater to the newly hired employees of this year.
100% provision of secretariat support to HR-related committees and documentation reports, minutes of meetings, resolution on SDC and/or proposals prepared with no error.		Made 1/1 minutes of the meeting and scholarship resolution as secretariat on Scholarship Development Committee	5	4	5	4.66	
		Submit requirements and assist for the BOR approval of the 2 scholars for year 2024. Approved.	5		5	5	
100% Percent of training participants rating course satisfaction as very good or excellent		In the 6 trainings conducted the average rating of the participants for the training evaluation is Very Good.	4			4	
Prepare notice of meeting & minutes of the meeting for HRD.		Prepared 6/6 notice and minutes of the meeting for HRD.	5		5	5	
100% conduct, consolidate and summarize faculty evaluation.			-	-	-	-	Online faculty evaluation spearheaded by the UISA office.
100% assists in the Recruitment, Selection and Placement processes		Notified 100% (22/22) newly hired employees and 258/258 unselected applicants (Instructor I, Admin Assistant II, Admin Officer I, Admin Aide VI, Admin Officer III positions)	5	5	5	5	
		Sent notice of screening for 100% (552/552) applicants from Admin Aide VI, Part-Time, Admin Assistant III, Accountant I, Admin Officer V, Instructor I, Admin Officer I, Records Officer positions and notice 24/24 disqualified applicants.			5	5	
		Assist the HRMO I of noticing the concerned office regarding the applicants who will take a personality test, reserving a venue for the interview and made an exam for the Admin Aide VI (Clerk III) position.	5		5	5	
100% computation of application for leave, record of service credit and locator slip of faculty & staff administered/maintained within the rating period.		Received, recorded and computed 100% (1196/1196) applications of leave from the faculty and staff.	5	5	5	5	

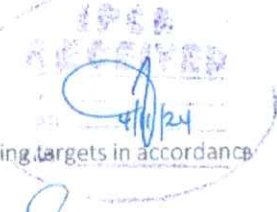
		100% (143/143) deducted locator slip (personal time) from the leave cards of the faculty and staff. And reported 117/117 locator slip without pay to the accounting office.	5		5	5	
		Recorded 100% (85/85) service credit of the faculty.		5	5	5	
		Compute leave in excel to be transcribe into the HRMIS (ROSS and Newly Hired Employees).	5		4	4.5	
100% of Terminal Leave Benefits process with no error		Processed and submitted needed requirements of 4/4 Mandatory Retirees for their Terminal Leave Benefits.	4	3	4	3.66	
Implementation of PRAISE		Spearheaded the GANDILAN PRAISE AWARD for the 124 th CSC Anniversary; present meeting for Gandilan Nomination Deliberation, Validate the nominees, prepared the presentation for the awardees, prepared certificates and invitations for the awardees.	4	5	5	4.66	
SUPPORT FUNCTIONS (10%)							
100% compliance to HR process and documented forms		Received, recorded, scanned and uploaded 260/260 faculty workloads (original and revisions) to the HRMD google drive.			5	5	
100% provides administrative/clerical support to the HRMD Unit		Prepared request for COPC; Provided the identified concern of the CHED SGS-L Scholarship Monitoring Report; Provided SLSU-Data and Information on State Universities and Colleges for the DBM Report; Assisted in the preparation of NOSA of both Faculty and Staff; Prepare request for AACUP; Assisted in the preparation for ISO accreditation; Prepared the number of employees since 2023-2025 submitted to Accounting Office for budgetary requirements; Provided summary of the Faculty Evaluation 2 nd sem, A.Y. 2023-2024 submitted to VPAA.	5	5	5	5	

100% participation /adherence to campus/university activities / policies		100% participation and attendance to university activities.		5	5	5	
Total Overall Rating							
Final Average Rating					4.57	outstanding	
Adjectival Rating							
Discussed with:	Date	Assessed by:	Date	Approved by:	Date		
 DANIELLE V. ASALDO Employee		I hereby certify that I discussed my assessment of the performance with employee  CHRISTINE O. LARAN, MBA Immediate Supervisor		 GORDON B. OPINA, MPA Next Higher Supervisor			

Legend: 1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

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I, DANIELLE V. ASALDO of the Office of Human Resource Management and Development, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2024.



DANIELLE V. ASALDO

Position: Administrative Assistant II (HRMA)



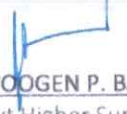
Date: _____

Reviewed by: <u>GORDON B. OPINA, MPA</u> Immediate Supervisor	Approved by: <u>DEWOOWOGEN P. BACLAYON, PhD</u> Next Higher Supervisor	Date
RATING SCALE		5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor

BREAKTHROUGH GOAL: SLSU Academic and non – academic personnel profile are well organized and secured.							
STRATEGIC PRIORITIES (10 %)							
Success Indicators (Targets + Measures)	Allotted Budget	Actual Accomplishment	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
Strategic Objectives # 9: IMPLEMENT THE CSC PRIME HRM FRAMEWORK TO ESTABLISH A COMPETENCY DRIVEN CULTURE IN SLSU						3.33	
100% of IDP and Needs Assessment submission received		<ul style="list-style-type: none">Received 100% (233/233) IDP and Needs Assessment from Faculty and Staff.	3	3	4	3.33	
CORE FUNCTIONS (80%)							
100% of training/seminars facilitated/evaluated from January to June 2024		<ul style="list-style-type: none">100% facilitated on the conduct of training and seminar spearheaded by the HRMDO.	4	4	4	4	

100% assists in the Recruitment, Selection and Placement processes		<ul style="list-style-type: none"> Notified 15/15 newly hired employees and 157/157 unselected applicants (Admin Officer V, Internal Auditor I, Internal Auditor III, Instructor I, Project Development Officer II, Admin Assistant III, Admin Officer IV and Information System Analyst II, Admin Aide VI, Admin Assistant III, HRMO III, Admin Assistant I, Legal Assistant III and Supply Officer II positions). 	4	5	5	4.66	
		<ul style="list-style-type: none"> Sent notice of screening for 216/216 applicants from Admin Aide VI, Admin Assistant III, HRMO II, Admin Assistant I and Legal Assistant III, Accountant I, Airconditioning Technician II, Records Officer II and Supply Officer II positions. 		5	5	5	
		<ul style="list-style-type: none"> Scanned and uploaded to the HRMIS the submitted documents of the walk-in applicants. 		4	4	4	
		<ul style="list-style-type: none"> Assisted the HRMO II as the secretariat during the conduct of interview on March 15, 2024 for the Admin Aide VI, Admin Assistant III, HRMO I, Admin Assistant I and Legal Assistant III. 	5	5	5	5	
		<ul style="list-style-type: none"> Assisted the HRMO II by conducting the potential test to the applicants on May 9, 2024 for the Accountant I, Airconditioning Technician II, Records Officer II and Supply Officer II positions. 	5	5	5	5	
100% of application for leave and recording of service credit and locator slip of faculty & staff administered/maintained within the rating period		<ul style="list-style-type: none"> Received, recorded and computed 100% (975/975) applications of leave from the faculty and staff. 	4	5	5	4.66	

		<ul style="list-style-type: none"> Received 289 locator slips, 157 Personal Time and 132 Official Time. 100% (157/157) Deducted from the leave cards of the Faculty and Staff. 	3	3	3	
		<ul style="list-style-type: none"> Recorded 100% (23/23) service credit of the faculty 	4	4	4	
100% successful conduct of onboarding program or orientation activities to newly hired faculty/staff by end of June 2024		<ul style="list-style-type: none"> Conducted 100% (2/2) New Employee Orientation to the Newly Hired employees from November 2023-June 2024. 	5	5	5	5
100% provision of secretariat support to HR-related committees and documentation reports, minutes of meetings, resolution on SDC and/or proposals prepared with no error.		<ul style="list-style-type: none"> Made 100% (6/6) minutes of meeting and resolution as secretariat on Scholarship Development Committee. 	5	4	5	4/6
		<ul style="list-style-type: none"> Drafted 100% (2/2) Scholarship Contract. 	4	4	4	4
100% conduct, consolidate and summarize faculty evaluation.		<ul style="list-style-type: none"> Evaluated 94% (47/50) Faculty (Permanent). 	3	3	3	3
		<ul style="list-style-type: none"> Consolidated and summarized 100% (23/23) Faculty from the Faculty of Engineering, 1st Sem A.Y. 2023-2024 on February 2024. 		4	4	4
		<ul style="list-style-type: none"> Evaluated 94% (47/50) Faculty for 2nd sem A.Y. 2023-2024. 	3	3	3	3
		<ul style="list-style-type: none"> Consolidated 100% (50/50) Faculty for 2nd Sem A.Y. 2023-2024. 	4	4	4	4
SUPPORT FUNCTIONS (10%)						
100% compliance to HR process and documented forms		<ul style="list-style-type: none"> Received, recorded, scanned and uploaded 373/373 faculty workloads (original & revisions) to the HRMD google drive. 		4	4	4
		<ul style="list-style-type: none"> Assisted the HRMO II in the reclassification of the 66 faculty in the Main Campus. 	5	5	5	5
100% provides administrative/clerical support to the HRMD Unit		<ul style="list-style-type: none"> Prepared 44/44 COE and 6/6 Performance rating from Job Order and COS personnel as requested. 	5	4	5	4/6

		<ul style="list-style-type: none"> Prepared 7/7 COE and 3/3 Introduction letter for SLSU Payroll Account from permanent employees as requested. 	5	4	5	4	60
100% participation /adherence to campus/university activities / policies		<ul style="list-style-type: none"> 100% participation and attendance to the university activities 		5	5	5	
Total Overall Rating							
Final Average Rating	4.14						
Adjectival Rating	VS						
Discussed with:	Date	Assessed by:	Date	Approved by:	Date		
 DANIELLE V. ASALDO Employee		I hereby certify that I discussed my assessment of the performance with employee  GORDON B. OPINA, MPA Immediate Supervisor		 DEWOOWOOGEN P. BACLAYON, PhD Next Higher Supervisor			

Legend: 1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average