INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LIONEL H. LIONG, of the RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE (RSPPRØ) commits to deliver and agree to be rated on on the attainment of the following targets in accordance with the indicated measures for the period January to June 2025.

	LIONEL H. LIONG 71514		Reviewed by:	dis		Approved: PROSE IVY'G. President	r'G. YEPES	S 718/25
Appointment/Status	Position Title	Number	Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor					AUG #rems
9				Actual Accomplishment		Rating		
Programs/Projects/Activites (PAPs)	Success Indicators (Key Performance Indicators)	Task Assigned	Targets		0	E	Ave	Remarks
Strategic Priorities: Strengthen the PRIME-HRM framework fostering competency driven culture and transformative transactions in VSU	ork fostering competency driven cultur	e and transformative transactions ir						
Enhancement of Merit System Plan for Faculty Members	Number of Merit System enhancements for faculty members spearheaded by the end of the year	Provide technical assistance to the Provide technical revision of 1 MSP for faculty assistance to the members by the end of 2025 revision of 1 MSP faculty members end of 2025	Provide technical assistance to the revision of 1 MSP for faculty members by the end of 2025	N/A				In progress
Enhancement of Merit System Plan for Administrative Staff	Number of Merit System enhancements for Administrative Staff spearheaded by the end of the year	Provide technical assistance to the revision of 1 MSP for administrative staff by the end of 2025	Provide technical assistance to the revision of 1 MSP for administrative staff by the end of 2025	N/A				In progress
Revision of Competency-based HRM System Number of CBHRMS revision (CBHRMS) spearheaded by end of the y	Number of CBHRMS revision spearheaded by end of the year	Provide technical assistance to the Provide technical revision of 1 CBHRMS by the end of assistance to the revision of 1 CBH 2025 by the end of 202	Provide technical assistance to the revision of 1 CBHRMS by the end of 2025	N/A				In progress
Revision of HR Manuals	Number of HR manuals (Faculty, Administrative and Employee Manuals) revision spearheaded by end of the year	Provide technical assistance to the revision of 1 HR Manuals by the end of 2025	Provide technical assistance to the revision of 1 HR Manuals by the end of 2025	N/A				In progress (Conducted a) workshop on crafting HR Manuals on May 21-22, 2025)
Application on PRIME HRM Maturity Level 3 & 4 accreditation	Percentage of documentary requirements facilitated for the application of Award/Recognition as a PRIME-HRM Institution – Level 3 and 4	Assist in the preparation of documentary requirements for PRIME_HRM Level 3 & 4 accreditation.	60% of documentary requirements prepared and effectively facilitated by end of 2025	N/A				In progress
Core Functions:								

Freedom of Information (FOI) Aligned Compliance and Reporting Requirements		ISO 9001:2015 and PRIME-HRM Aligned Processes and HR Automated Systems	Support to Operations (STO)		9			Effective and efficient implementation of the Percentage of validated and Recruitment, Selection and Placement and Pprocesses Personnel Record Systems and Processes
Percentage of requests of HR Act on information acted timely with at least timely very satisfactory rating	Pecentage of HRMIS on RSP updated ICTMC in collaboration with RSPRR 100% RSP updated and and improved Head and Staff improved improved	Number of quality procedures maintained/implemented		Percentage of applicable vacant positions filled-up within prescribed period	Percentage of personnel service records maintained	Percentage of data entry and modifications made to existing records in the HRIS Plantilla system.	Percentage of publications of administrative vacancies submitted to CSC prepared & posted in bulletin boards, website & social media	Percentage of validated and approved appointments by CSC
Act on HR Information request timely	ICTMC in collaboration with RSPRR Head and Staff	RSPPR Head and Staff		Assist in the comparative assessment of job applicants and notify shortlisted candidates via phone calls and email regarding the Potential Assessment Rating form to be submitted to the supervisor.	Assist post and records appointments for newly hired employee in the Service Card and in HRIS	Update the HRIS website with the PSIPOP according to the approved plantilla appointment and issued NOSA/NOSI for all campuses."	Drafts request for publication of vacant administrative positions for submission to CSC and publish approved publication to HRIS for posting at jobs.vsu.edu.ph	Checks supporting documents and processed appointments for casual,contractual staff.
100% requests of HR information acted timely with at least very satisfactory rating	100% RSP updated and improved	2 QPs maintained/implemente d		100% applicable vacant 80% of applicants we positions filled-up within successfully notified. prescribed period	100% personnel service records maintained	100% data entry and modifications made to existing records in the HRIS Plantilla system.	100% publications of administrative vacancies submitted to CSC prepared & posted in bulletin boards, website & social media	100% validated and approved appointments by CSG.
0 10 = 1 = 0 =	Achieved 100% collaboration with the ICT collaboration with the ICT Management Center (ICTMC) in the implementation and improvement of HRIS-related systems and processors.			80% of applicants were successfully notified.	100% (184/184) of appointments posted and recorded for newly hired employee in the Service Card and in HRIS.	100% HRIS plantilla updated	100% of drafted vacant positions were published.	administrative appointments submitted to the CSC were validated and approved within the prescribed processing period
N/A	N/A	N/A		N/A	N/A	N/A	N/A	N/A
OI	4	on .			رى د	4	4	cn cn
Z A	Z A	N/A		Z >	4	N.A	×	4
5.00 Cert. of employment = 374 Service Record = 108 Data Request= 15	4.00	5.00		5.00	4.50	4.00	4.00	4.50

	Percentage of statutory reports		100% statutory reports	Submitted 100% of	N/A	4	N/A	4.00	BP 204 = 1,
	required by regulatory bodies and VSU offices prepared and submitted within prescribed time	reports on or before set deadlines to both external regulatory agencies and internal VSU offices.	required by regulatory bodies and VSU offices prepared and submitted within prescribed time	stafutory reports to regulatory bodies and internal offices within the prescribed deadlines.					CSC Succession and Separation reports =6 each
Administrative and Support Services Management	Percentage of administrative Services and financial/ administrative submmission of necessary documents acted within time frame documents to DBM	Assists in the preparation & submmission of necessary documents to DBM	100% administrative Assisted 100% (2 re services and financial/ in the preparation & administrative documents acted within documents to DBM time frame	Assisted 100% (2 reports)) in the preparation & submmission of necessary documents to DBM	N/A	4	N/A	4.00	NAPB documents = 116 Financial documents = 18
	Number of linkages with external agencies maintained	Sustain at least seven (7) active linkages with internal departments or external partners to support HRM initiatives.	7 linkages with external agencies maintained	Maintained active partnerships with eight (10) external/internal linkages	N/A	S	N/A	5.00	CSC Regional) CSC Central, CSC. WLSO, COMELEC, DBM, CHED, CPOWLI, GSIS
	Effecient and customer-friendly frontline service	Zero complaint (addressed feedback, if applicable)	Zero complaint Resolved one (1) for (addressed feedback, if complaint promptly applicable)	Resolved one (1) formal complaint promptly.	N/A	4	N/A	4.00	
		Total Over-all Rating					, CO	53.00	
		Average Rating					4	4.42	
		Adjectival Rating					>	ery Sati	Very Satisfactory
RECOMMENDATION:	Retooling on compliance knowled	Retooling on compliance knowledge especially on newly revised ORAOHRA 2025 to ensure compliant and fair recruitment processes.	AOHRA 2025 to ensur	e compliant and fair recruit	ment p	roces	ses.		

LIONE H. LIONG
Administrative Aide III
Date: 7 16/2016

Head, RSSPRO Date: 1 July 2016

I hereby certify that I discussed my assessment of the performance with the employee.

HONEY SOFIA V. COLIS Director, HRMD Date:

Q - Quality E - Efficiency T - Timeliness A - Average