

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

1. **LIONEL H. LIONG**, of the **RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE (RSPPRO)** 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 to June 2025**.

Reviewed by:

Approved: _____

LIONEL H. LIONG
Administrative Aide III

LUVILA G. ALCOBER
Head, RSSPRO

PROSE IVY G. YEPES
President

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Effective and efficient implementation of the Recruitment, Selection and Placement and Personnel Record Systems and Processes	Percentage of validated and approved appointments by CSC	Checks supporting documents and processed appointments for casual, contractual staff.	100% validated and approved appointments by CSC	100% (75/75) of administrative appointments submitted to the CSC were validated and approved within the prescribed processing period	N/A	5	4	4.50	
	Percentage of publications of administrative vacancies submitted to CSC prepared & posted in bulletin boards, website & social media	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	100% publications of administrative vacancies submitted to CSC prepared & posted in bulletin boards, website & social media	100% of drafted vacant positions were published.	N/A	4	N/A	4.00	
	Percentage of data entry and modifications made to existing records in the HRIS Plantilla system.	Update the HRIS website with the PS/POP according to the approved plantilla appointment and issued NOSA/NOSI for all campuses."	100% data entry and modifications made to existing records in the HRIS Plantilla system.	100% HRIS plantilla updated	N/A	4	N/A	4.00	
	Percentage of personnel service records maintained	Assist post and records appointments for newly hired employee in the Service Card and in HRIS	100% personnel service records maintained	100% (184/184) of appointments posted and recorded for newly hired employee in the Service Card and in HRIS.	N/A	5	4	4.50	
	Percentage of applicable vacant positions filled-up within prescribed period	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.	100% applicable vacant positions filled-up within prescribed period	80% of applicants were successfully notified.	N/A	5	N/A	5.00	
Support to Operations (STO)									
ISO 9001:2015 and PRIME-HRM Aligned Processes and HR Automated Systems	Number of quality procedures maintained/implemented	RSPPR Head and Staff	2 QPs maintained/implemented	Assisted in the implementation of two (2) Quality Procedures (QPs) as part of ISO 9001:2015 quality assurance compliance.	N/A	5	N/A	5.00	
	Percentage of HRMIS on RSP updated and improved	ICTMC in collaboration with RSPPR Head and Staff	100% RSP updated and improved	Achieved 100% collaboration with the ICT Management Center (ICTMC) in the implementation and improvement of HRIS-related systems and processes.	N/A	4	N/A	4.00	
Freedom of Information (FOI) Aligned Compliance and Reporting Requirements	Percentage of requests of HR information acted timely with at least very satisfactory rating	Act on HR information request timely	100% requests of HR information acted timely with at least very satisfactory rating	Responded to 100% (497/497) of client requests from January to June within the prescribed timeframe, earning a "Very Satisfactory" rating based on client feedback.	N/A	5	N/A	5.00	Cert. of employment = 374 Service Record = 108 Data Request = 15

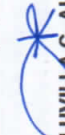
	Percentage of statutory reports required by regulatory bodies and VSU offices prepared and submitted within prescribed time	Submit statutory and compliance reports on or before set deadlines to both external regulatory agencies and internal VSU offices.	100% statutory reports required by regulatory bodies and VSU offices prepared and submitted within prescribed time	Submitted 100% of statutory reports to regulatory bodies and internal offices within the prescribed deadlines.	N/A	4	N/A	4.00	BP 204 = 1, IGHS = 1, CSC Succession and Separation reports = 6 each
Administrative and Support Services Management	Percentage of administrative services and financial/ administrative documents acted within time frame	Assists in the preparation & submission of necessary documents to DBM	100% administrative services and financial/ administrative documents acted within time frame	Assisted 100% (2 reports) in the preparation & submission 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	5	N/A	5.00	CSC Regional, CSC Central, CSC WLSO, COMELEC, DBM, CHED, CPOWLI, GSIS
	Efficient and customer-friendly frontline service	Zero complaint (addressed feedback, if applicable)	Zero complaint (addressed feedback, if applicable)	Resolved one (1) formal complaint promptly.	N/A	4	N/A	4.00	
		Total Over-all Rating						53.00	
		Average Rating						4.42	
		Adjectival Rating						Very Satisfactory	
RECOMMENDATION:	Retooling on compliance knowledge especially on newly revised ORAOHRA 2025 to ensure compliant and fair recruitment processes.								

Discussed with:


LIONEL H. LIONG
 Administrative Aide III
 Date: 7/16/2025

Reviewed and Assessed:

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


LUVILLA G. ALCOBER
 Head, RSSPRO
 Date: 7/16/2025

Approved:


HONEY SOFIA V. COLIS
 Director, HRMD
 Date: 7/16/25

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