HUMAN RESOURCE MANAGEMENT OFFICE
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VISAYAS STATE UNIVERSITY

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: HONEY SOFIA V. COLIS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.965	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			**4.96**

TOTAL NUMERICAL RATING: 4.96
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.96
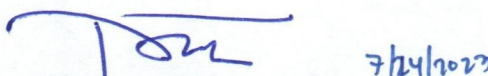
FINAL NUMERICAL RATING   4.96

ADJECTIVAL RATING: 0

Prepared by:

7/2/2023
HONEY SOFIA V. COLIS
Name of Staff

Reviewed by:

7/24/2023
DANIEL LESLIE S. TAN
Department/Office Head

Recommending Approval:

7/24/2023
DANIEL LESLIE S. TAN
Dean/Director

Approved:

7/26/2023
EDGARDO E. TULIN
President

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No. 017-51

Exhibit B

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Honey Sofia V. Colis, Director of Human Resource Management Office, 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 December 31, 2023.

HONEY SOFIA V. COLIS 7/21/2023
Ratee

Approved:

DANIEL LESLIE S. TAN 7/24/2023
Vice President for Admin & Finance

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan 1 - Dec 31, 2023	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q^1	E^2	T^3	A^4	
UMFO 5: Support to Operations (STO)										
VPAF STO 1: ISO 9001:2015 aligned documents										
HRMO STO 1: ISO 9001:2015 aligned documents										
	PI 1. Number of quality procedures prepared/maintained that are aligned and compliant to ISO 9001:2015 standard	Ensure preparation/revision /maintenance of ODHRM quality procedures that are aligned and compliant to ISO 9001:2015	10	10	100%	5	5	5	5	
	PI 2. Percentage compliance of HRM practices to ISO 9001:2015 standards	Ensure implementation of office mandates/ HRM practices that is compliant to ISO 9001:2015 standards	100% compliant	100% compliant	100%	5	5	5	5	
	PI 3. Number of operations manuals/policies prepared and submitted	Lead in the preparation and submission of required manuals/policies	2	2	100%	5	5	5	5	1 post doc proposal & 1 L&D for Admin (for BOR approval)
VPAF STO 4: Innovations & Best Practices										
HRMO STO 4: Innovations & Best Practices										
	PI 1. Number of HR Information Systems continually improved and implemented	Ensure continual improvement and implementation of HR Information Systems	4	4	100%	5	5	5	5	RSP for Admin and Faculty, PDS, eDATS

	PI 2. Percentage operationalization of HRMIS on Payroll	Ensure operationalization of HRMIS on Payroll	80%	87%	109%	5	5	4	**4.67**	619/714 personnel salary, deductions, & benefits encoded, updated & reconciled with the old Payroll system (error & system bugs detected)
	PI 3. 100% of faculty and staff with licensure notified for renewal of PRC or Bar Identification card	Ensure sending of notice for renewal of PRC or Bar Identification card of faculty and staff with licensure	100%	100%	100%	5	5	5	**5**	
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
HRMO GASS 1: Administrative and Support Services Management										
	PI 1. Percentage of administrative services and financial/administrative documents acted within time frame	Supervise actions on administrative services and financial/ administrative documents	100%	100%	100%	5	5	5	**5**	
	PI 2. Number of linkages with external agencies maintained	Maintain linkages with external agencies	13	13	100%	5	5	5	**5**	CSC RO8, CSC WLC, GSIS Maasin, GSIS Central Office, DBM RO8, COA, Ombudsman RO8, PASUC Zonal Center, PASUC National, CHED IAS, CHED RO8, PAG-IBIG Ormoc, SSS Ormoc
	PI 3. Number of offices and units directly supervised, monitored and coordinated	Supervise/monitor/ coordinate offices and units	4	4	100%	5	5	5	**5**	
	PI 4. Number of major university committees assignment served	Serve major university committees assignment	11	11	100%	5	5	5	**5**	APB, NAPB, VFSC-AS, VASC, PMT, NBC 461 Local Evaluation Committee, SIAC, SALN Committee, OSH, Risk Management, GAD, and other Accreditation Committees
	PI 5. Efficient & customer-friendly frontline service	Lead in the provision of efficient & customer-friendly frontline services	Zero Complaint (addressed feedback, if applicable)	Zero Complaint	100%	5	5	5	**5**	
HRMO GASS 2: Human Resource Management and Development										
	PI 1. Percentage compliance on PRIME-HRM Standards, Policies & Practices	Lead and oversee in the compliance of PRIME-HRM Standards, Policies & Practices	100% compliant	100% compliant	100%	5	5	4	**4.67**	
HRMO GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement system and processes										

	PI 1. Percentage of validated and approved appointments by CSC	Ensure submission of complete and approved appointments to CSC	100% (250/250)	100% (164/164)	**100%**	5	5	5	**5**	
	PI 2. Number of applicable vacant positions filled-up within prescribed period	Ensure filling up of applicable vacant positions within prescribed period	40	65	**163%**	5	5	4	**4.67**	
	PI 3. Number of proposals for abolition and creation of positions submitted to DBM	Ensure submission of proposals to DBM for approval and implementation	2	2	**100%**	5	5	5	**5**	
	PI 4. Number of faculty appointed for permanency	Ensure appointment of qualified faculty for permanency	5	12	**240%**	5	5	5	**5**	
	PI 5. Number of JO/Parttime contracts processed	Ensure processing of JO/Parttime contracts	800	829	**104%**	5	5	5	**5**	Parttime=79 JO=750
	PI 6. Percentage of personnel service records maintained	Ensure updating and maintenance of personnel service records	100% (700/700)	111%	**111%**	5	5	5	**5**	780 regular, casual, contractual personnel
	PI 7. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	Ensure updating and maintenance of HR eSystems of DBM/GSIS/CSC	4	4	**100%**	5	5	5	**5**	
HRMO GASS 2.2: Efficient and effective implementation of the L&D systems, policies and processes										
	PI 1. No. of In-house L&D activities planned, conducted/facilitated & reports prepared	Ensure conduct of In-house L&D activities as planned	30	16	**100%**	5	5	5	**5**	
	PI 2. Percent increase VSU employees trained/developed of last year	Ensure development of VSU employees	15% increase of last year	397	**100%**	5	5	5	**5**	

	PI 3. Number of requests for participation to external trainings/ seminar-workshops/ conferences/fora	Ensure facilitation of requests for participation to external trainings/seminar-workshops/ conferences/fora	Faculty:500 Admin:200	Faculty:359 Admin:145	**Faculty: 100% Admin: 100 %**	5	5	5	**5**	
	PI 4. Number of requests for sending faculty/staff for new scholarships/ fellowships facilitated	Ensure facilitation of requests for sending faculty/staff for new scholarships/ fellowships	15	12	100%	5	5	5	**5**	
	PI 5. Number of VSU Scholars monitored	Ensure monitoring of VSU Scholars	55	246	**447%**	5	5	5	**5**	
	PI 6. Number of requests on sabbatical leave for faculty facilitated	Ensure facilitation of requests on sabbatical leave for faculty facilitated	3	4	**133%**	5	5	5	**5**	
HRMO GASS 2.3: Efficient and effective implementation of the Performance Management and Rewards and Recognition systems, policies and processes										
	PI 1. Percentage of received IPCRs reviewed and validated	Ensure review and validation of received IPCRs	100% of recieved IPCRs reviewed and validated	100%	100%	5	5	5	**5**	
	PI 2. Number of report of performance rating prepared and submitted to higher offices	Ensure submission of report of performance rating to higher offices	3	1	100%	5	5	5	**5**	For July to December 2023 rating period
	PI 3. Number of evaluation of JO performance tabulated	Ensure tabulation of evaluation of JO performance	1,000	613	100%	5	5	5	**5**	
	PI 4. Number of report on comments and recommendations for development purposes	Ensure of report on comments and recommendations for development purposes	1	1	100%	5	5	5	**5**	
	PI 5. Number of university employees awarded after rigid screening during anniversary celebrations	Ensure rigid screening of university employees for awards during anniversary celebrations	50	54	108%	5	5	5	**5**	

	PI 6. Number of employees given loyalty award	Ensure employees given loyalty award	70							For July to December 2023 rating period
	PI 7. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	Ensure deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	6	14	233%	5	5	5	5	
	PI 8. Percentage of employees identified as top ranking and given step increment based on merit	Ensure employees identified as top ranking and given step increment based on merit	5%	5%	100%	5	5	5	5	
HRMO GASS 2.4: Efficient and effective Implementation of the Payroll and Leave Benefits systems, policies and processes										
	PI 1. Percentage updating of employees' leave records and balances in the HRIS eDATS	Ensure updating of employees' leave records and balances in the HRIS eDATS	70%	70%	100%	5	5	4	4.67	547/780 updates of leave balances in the HRIS & Leave Cards
	PI 2. Number of terminal leave benefits processed	Ensure processing terminal leave benefits	15	17	113%	5	5	5	5	Terminal leave of Previous years=4 2023=13
	PI 3. Number of payroll for salary and wages, honoraria, RATA, etc. processed within prescribed period	Ensure processing of payroll for salary and wages, honoraria, RATA, etc.	500	361	100%	5	5	5	5	
	PI 4. Number of special payroll prepared for regular and casual employees (mid-year bonus, year-end bonus/Cash Gift, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit)	Ensure preparation of special payroll for regular and casual employees (mid-year bonus, year-end bonus/Cash Gift, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit)	200	178	100%	5	5	5	5	

						1	2	3	4	
	PI 5. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Ensure preparation of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA)	NOSI=130 NOSA=720	NOSI=78 NOSA=733	NOSI= 100% NOSA=**102%**	5	5	5	**5**	
	PI 6. Percentage processing of applications for loan with GSIS	Ensure processing of applications for loan with GSIS	100%	100%	100%	5	5	5	**5**	
Total Over-all Rating									**188.67**	
Average Rating :									4.965	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING									4.965	
ADJECTIVAL RATING									**0**	

Evaluated & Rated by:

DANIEL LESLIE S. TAN
VP for Admin. and Finance
Date: **2 4 JUL 2023**

Approved by:

EDGARDO E. TULIN
President
Date: **2 6 JUL 2023**

Comments & Recommendations for Development Purposes:
Demonstrate outstanding leadership among her subordinates. continue attending capacity building trainings.

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

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VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>Jan 1 to June 31, 2023</u>
Name of Staff: <u>Honey Sofia V. Colis</u> Position: <u>Administrative Officer V</u>

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
Total Score					

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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	4.94				

Overall recommendation   : _____

_7/24/23_

DANIEL LESLIE S. TAN
Printed Name and Signature
Head of Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HONEY SOFIA V. COLIS
Performance Rating: January 1 to June 30, 2023

Aim: Capacity building of the employee.

Proposed Interventions to Improve Performance:

Date: Jan. 1, 2023   Target Date: June 30, 2023

First Step:
          Recommend to attend supervisory training organized by CSC.

Result:
          Recommendation was approved by the University President.

Date: March 1, 2023   Target Date: March 6-8, 2023

Next Step:
          Concerned employee attended the 2023 Visayas-wide continuing Professional
Education for HR Practitioners at Iloilo City.

Outcome: Employee is updated CSC rulings and issuances, acquired knowledge and is
empowered on HRM in the digital age.

Final Step/Recommendation:

          Continue sending the concerned employee to HRM trainings to become   to
become efficient and effective in her supervisory role.

Prepared by: _____ 7/24/2023
DANIEL LESLIE S. TAN
VP for Administration and Finance

Conforme:

_____ 7/24/2023
HONEY SOFIA V. COLIS
Name of Ratee Faculty/Staff