



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Carren Mae B. Vilbar**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.92

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

CV 7/6/2023
CARREN MAE B. VILBAR

Name of Staff

21 JUL 2023
MIRIAM M. DE LA TORRE

Department/Office Head

Recommending Approval:

HVS 21 JUL 2023
HONEY SOFIA V. COLIS

Dean/Director

Approved:

21 JUL 2023
DANIEL LESLIE S. TAN

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Carren Mae B. Vilbar, of the Office of the Head of Recruitment, Selection, Placement and Personnel Records, 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 1, 2023 to December 31, 2023.

CMV 7/6/2023
CARREN MAE B. VILBAR
 Ratee

Approved:

21 JUL 2023
MIRIAM M. DE LA TORRE
 OIC Head, OHRSPPR

GASSs/PAPs	Success Indicators	Tasks Assigned	Accomplishment (January- June 2023)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS/HRM STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRSPPR STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Provides better customer service experience to all clients	95% of clients rated services as very satisfactory or higher	95%					
					5	5	5	5.00	
	PI 2. Number of quality procedures revised/updated and registered at QAC	Provide assistance and inputs in crafting the revision of Quality Procedures.	2 quality procedures revised and registered	2					
					4	5	5	4.67	
	PI 3. Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	Carry out all administrative and HR processes in line with existing approved quality procedures	100% processes implemented according to QP	100%					
					5	5	5	5.00	
	PI 5. Percentage of PRIME-HRM maturity level 3 accreditation evidences under RSP, PM & R&R prepared and submitted for approval	Assists in the gathering and compilation of the required evidences for RSP level 3	75% of required evidences for RSP level 3 prepared and submitted		N/A				Still waiting for the releasae of the new lists of PRIME HRM assessment tools.
	PI 6. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	Assists in the gathering and compilation of ISO evidences compliant with existing ODAS/HRM quality procedures	100% ISO compliant evidences	100%					
					4	5	5	4.67	
VPAF STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO. 2: FOI aligned frontline services									
OHRSPPR STO. 2: FOI aligned frontline services	PI 7. Percentage compliance to release of information based on VSU FOI Manual	Releases information to clients with approved requests based on VSU FOI Manual	100% compliant	100%					
					5	5	5	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OHRSPPR STO 3: ARTA aligned frontline services	PI 8. Efficient & customer friendly frontline service	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	zero complaint	5	5	5	5.00	
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS/HRM STO 4: Innovations & new Best Practices Development Services									
OHRSPPR STO 4: Innovations & new Best Practices Development	PI 9. Percentage implementation of RSP and Payroll processes using the HRIS	Assists in Application of HRIS module on RSP processes	100% RSP	100%	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODAS/HRM GASS 1: Administrative and Support Services									
OHRSPPR GASS 1: Administrative and Support Services	PI 10. Number of administrative services and financial/ administrative documents acted within time frame	Process APB and NAPB request in the items of agenda ready for review, deliberations, approval and distribution to concerned departments.	NAPB requests (100) APB requests (300)	NAPB requests (193) APB requests (206)	5	5	4	4.67	
	PI 11. No. of linkages with external agencies maintained	Communicates with external agencies on NBC 461 matters	1 Agency (PASUC Zonal Center)	1 Agency (PASUC Zonal Center)	5	5	5	5.00	
	PI 12. No. of council/board/ committee assignments served/functions performed	Serves as assistant secretary for the NBC 461 Committee	1 Committee	1 Committee	5	5	5	5.00	
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement									
OHRSPPR GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement	PI 4. Percentage of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President	Encodes APB and NAPB actions in the excerpts of the approved minutes ready for approval and distribution to concerned departments.	100% ranking and recommendations for faculty positions	100% ranking and recommendations for faculty positions	5	5	5	5.00	
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services									
OHRSPPR GASS 11: Payroll and Leave benefits Services	PI 20. Number of Cert. of Service Record, Certificate of Employment, Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Prepares and releases Service Records and Certificates of Employment. Prints and distributes NOSA & NOSI	100 Service Records 100 Cert. of Employment 12 Lists for Step Increment	Service Records (480) Cert. of Employment (661) NOSI/NOSA (6 Lists)	5	5	5	5.00	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 21 Percentage of appointments for newly hired employee received and posted	Posts and records appointments for newly hired employee in the Service Card	100% implementation	100% implementation					
					5	5	5	5.00	
	PI 22 Percentage of Service Cards updated	Updates Service Cards of regular, casual and contractual employees	100% Service Cards updated	100% Service Cards updated					
					5	5	5	5.00	
Total Over-all Rating									
		Average Rating :		4.92	Comments & Recommendations for Development Purposes: <i>Waste with less supervision but needs to focus/give attention to details sometime. With good attitude towards work.</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING							
		ADJECTIVAL RATING		0					

Evaluated & Rated by:

[Signature]
MIRIAM M. DE LA TORRE
OIC Head, RSP PRO
Date: 21 JUL 2023

Recommending Approval:

[Signature]
HONEY SOFIA V. COLIS
Director, HRMO
Date: 21 JUL 2023

Approved by:

[Signature]
DANIEL LESLIE S. TAN
Vice President for Admin & Finance
Date: 21 JUL 2023

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1, 2023 – June 30, 2023**

Name of Staff: **Carren Mae B. Vilbar**

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 : Should consider finishing bachelor's degree. Highly recommended for promotion in the 1st level position.

Miriam M. de la Torre
MIRIAM M. DE LA TORRE
 OIC- Head, RSPPRO

21 JUL 2020

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Carren Mae B. Vilbar

Performance Rating: January 1, 2023 – June 30, 2023

Aim: To become an effective & efficient HR practitioner.

Proposed Interventions to Improve Performance: Send to HR-related trainings / 5-w

Date: January 1, 2023

Target Date: June 31, 2023

First Step:

Result: Was able to discharge HR functions smoothly & w/ less supervision

Date: January 1, 2023

Target Date: June 30, 2023

Next Step:

Outcome: showed
showed capability as potential HR practitioner w/ a heart to people/employees.

Final Step/Recommendation:

Capacitate fully in four (4) HR areas/systems.

Prepared by:

MIRIAM M. DE LA TORRE
Unit Head

Conforme:

CARREN MAE B. VILBAR
Name of Ratee Faculty/Staff