



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Luvilla G. Alcober**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.402
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.878

TOTAL NUMERICAL RATING: 4.878

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.878

FINAL NUMERICAL RATING 4.878

ADJECTIVAL RATING: Outstanding

Prepared by:




LUVILLA G. ALCOBER
Name of Staff

Reviewed by:


LOURDES B. CANO
Department/Office Head

Recommending Approval:

Approved:


LOURDES B. CANO
Dean/Director

REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Luvilla G. Alcober, of the Office of the Director for Human Resource Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 to December 31, 2020.

Approved:


LUVILLA G. ALCOBER
 Ratee


LOURDES B. CANO
 Director, ODAS/HRM

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jul. 1- Dec. 31, 2020	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
UGAS 5: SUPPORT TO OPERATIONS										
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										
ODHRM STO 1. ISO 9001:2015 Aligned Documents and Compliant Services										
PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Satisfied clients due to prompt, efficient and effective service	Provides customer friendly services related to ODAHRD mandates	95% of clients rated services as very satisfactory or higher	N/A						No customer feedback received from QAC
PI 2. Number of quality procedures revised/updated and registered at QAC	Number of auditable/registered quality procedures	Assists in the revision of RSP PMs and registration of ODHRM quality procedures and forms	10-quality procedures; 25-forms	10-quality procedures; 25-forms	100%	5	5	4	4.67	


PI 3. Percentage implementation of all HR processes in accordance with existing approved quality procedures	Percentage of HR processes implemented	Assists in the implementation of HRM processes	Provides 100% support to the implementation of HRM processes	Provided 100% support to the implementation of HRM processes	100%	5	5	5	5.00	Core functions
PI 4. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED, QAC and other regulatory bodies	No. of budgetary requirements of VSU personnel prepared	Prepares draft and submits budgetary requirements of VSU personnel	1-Manpower Complement; 1-BP 204	Prepared 1 Comparative Complement for 2019-2021, 1 online survey	100%	5	5	5	5.00	Based on the records
	No. of reports required by regulatory bodies acted and complied	Prepares and submits Reports of Accession and Separation of faculty and staff and other reports to CSC, Ombudsman, PASUC, CHEDRO8 and VSU Offices	6 Accession, 6 Separation, 15 various reports/list for submission to to CSC, Ombudsman, PASUC, CHEDRO8 and VSU Offices	6 Accession, 6 Separation, 21 various reports/list for submission to to CSC, Ombudsman, PASUC, CHEDRO8 and VSU Offices	122%	5	5	5	5.00	Based on the record
PI 5. Percentage updating and uploading of e-GMIS to DBM, Web MSP to GSIS, IGHRIS to CSC, HRIS and PLT & STAF ODHRM database	Documented information/ database regularly updated/ maintained	Updates VSU database (PLT and STAF), GSIS WEBMSP and CSC IGHRIS	100% of personnel movements prepared with ARA and submitted to GSIS through WEBMSP 2 days after receipt of NOSI/NOSA/ request/ appointments and updated VSU database IGHRIS	100% of personnel movements prepared with ARA and submitted to GSIS through WEBMSP 2 days after receipt of NOSI/NOSA/ request/ appointments and	100%	5	5	5	5.00	Mandatory
		Regularly updates the e-GMIS monthly and upload to DBM	100% monthly updating of e-GMIS and uploading to DBM	100% monthly updating of e-GMIS and uploading to DBM	100%	5	5	5	5.00	Mandatory

		Uploads monthly and prepares monthly PSIPOP e-copy for VSU Main and external campuses file and hard copy for reference	6 sets downloaded and disseminated to external campuses and 6 hard copies prepared for reference	6 sets downloaded and disseminated to external campuses and 6 hard copies prepared for reference	100%	5	5	5	5.00	Mandatory
PI 7. Percentage of ISO evidences compliant with existing ODHRM quality procedures kept intact and readily available to auditors	Percentage of RSP evidences available for ISO 9001:2015 Audit and PRIME-HRM Accreditaion	Prepares evidences related to RSP readily available at point of use	100% of needed RSP evidences	100% of needed RSP evidences	100%	5	5	5	5.00	Docs with issued appointments
OVPAF STO 3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS										
ODHRM STO 3. ARTA Aligned Frontline Services										
PI 9. Efficient and customer friendly frontline service	Satisfied clients due to efficient and effective customer friendly frontline service	Provides customer friendly services related to ODAHRD mandates	Zero complaint from client served	Zero complaint from client served	100%	5	5	5	5.00	
OVPAF STO 4: INNOVATIONS AND BEST PRACTICES										
ODHRM STO 4. Innovations and New Best Practices Development Services										
PI 10. Number of new systems/innovations/proposals introduced and implemented	Number of innovations introduced for improved efficiency	Prepares proposal and intruduces changes to improve efficiency or work	1 innovation for CY 2020	1 innovation (Demographic Profile in HRIS) for CY 2020	100%	4	4	5	4.33	
VPAF GASS 2. Human Resource Management and Development										

PI 17. Number of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared and posted in bulletin boards, website and social media	Percentage of publication prepared, submitted and reported	Prepares publications of vacancies of staff in the basence of incharge	100% publication to be prepared	Prepared 27 publications and submitted to CSC while in-charge was on maternity leave	100%	4	5	5	4.67	Based on the records
PI 20. Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation	Percentage of appointments prepared/processed and RAI prepared and submitted to CSC as scheduled	Prepares and processes appointments and RAI in the absence of incharge	100% appointment and RAI to be prepared	Prepared 149 appointments and 18 RAIs and submitted to CSC on-line while in-charge was on maternity leave	100%	4	4	5	4.33	Based on the records
	Percentage of personnel related actions of APB & NAPB acted by UAdCo and BOR	Submits to the BOR through the UAdCo all personnel related actions of APB & NAPB that needs BOR & UADCO action	100% of personnel related actions of APB & NAPB with UADCO and BOR action/s	20 personnel related actions of APB & NAPB with UADCO and BOR action/s	100%	5	5	5	5.00	Based on the records
	Number of Certificates of Total Workload for Parttimers prepared/computed and submitted to PRPEO for payroll preparation	Prepares/computes and submits all Certification on the Number of Preparation for Parttimers to PRPEO for payroll preparation	100% of all Parttime Instructors' Certification acted within time frame	67 Parttime Instructors' Certification acted within time frame	100%	5	5	5	5.00	Based on the records

	Percentage of personnel board committee meetings attended in behalf of the Director	Attends/represents the Director in meetings when requested	100% compliance of the request	N/A									
Total Over-all Rating										66.00	68.00	✓	4/19/2021
Average Rating :										4.86	4.86	✓	
Additional Points:											4.71		
Punctuality													
Approved Additional points (with copy of approval)													
FINAL RATING													
ADJECTIVAL RATING													

Evaluated & Rated by:


LOURDES B. CANO
 Director, ODAS/HRM

Date: January 5, 2021

Approved by:


REMBERTO A. PATINDOL
 VP for Admin. and Finance

Date: _____

Comments & Recommendations
for Development Purposes:

*Already competent
to assume leadership
in one of the HR
units*

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

Name of Staff: Luvilla G. Alcober

Position: Administrative Officer II


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						

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		59				
Average Score		4.92				

Overall recommendation : To be considered for possible leadership in one of the HR unit.


LOURDES B. CANO
 Printed Name and Signature
 Head of Office


TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
ODHRM STO 1. ISO 9001:2015 Aligned Documents and Compliant Services								
PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Provides customer friendly services related to ODAHRD mandates	LG Alcobor	July to December 2020 (As the need arises)		Complied			
PI 2. Number of quality procedures revised/updated and registered at QAC	Assists in the revision of RSP PMs and registration of ODHRM quality procedures and forms	LG Alcobor	July to December 2020 (As the need arises)		Complied			
PI 3. Percentage implementation of all HR processes in accordance with existing approved quality	Assists in the implementation of HRM processes	LG Alcobor	July to December 2020 (As the need arises)		Complied			
PI 4. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED, QAC and other regulatory bodies	Prepares draft and submits budgetary requirements of VSU personnel	LG Alcobor	July to December 2020 (As the need arises)		Complied			
	Prepares and submits Reports of Accession and Separation of faculty and staff and other reports to CSC, Ombudsman, PASUC, CHEDRO8 and VSU Offices	LG Alcobor	July to December 2020 (Monthly/As the need arises)		Complied			
PI 5. Percentage updating and uploading of e-GMIS to DBM, Web MSP to GSIS, IGHRs to CSC, HRIS and PLT & STAF ODHRM database	Updates VSU database (PLT and STAF), GSIS WEBMSP and CSC IGHRs	LG Alcobor	July to December 2020 (Monthly/As the need arises)		Complied			

	Regularly updates the e-GMIS monthly and upload to DBM	LG Alcobor	July to December 2020 (Monthly)		Complied			
	Uploads monthly and prepares monthly PSIPOP e-copy for VSU Main and external campuses file and hard copy for reference	LG Alcobor	July to December 2020 (Monthly)		Partially Complied			
PI 7. Percentage of ISO evidences compliant with existing ODHRM quality procedures kept intact and readily available to auditors	Prepares evidences related to RSP readily available at point of use	LG Alcobor	July to December 2020 (As the need arises)		Complied			
ODHRM STO 3. ARTA Aligned Frontline Services								
PI 9. Efficient and customer friendly frontline service	Provides customer friendly services related to ODAHRD mandates	LG Alcobor	July to December 2020 (As the need arises)		Complied			
ODHRM STO 4. Innovations and New Best Practices Development Services								
PI 10. Number of new systems/innovation s/ proposals introduced and implemented	Prepares proposal and introduces changes to improve efficiency or work	LG Alcobor	July to December 2020 (As the need arises)		Complied			
PI 17. Number of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared and posted in bulletin boards, website and social media	Prepares publications of vacancies of staff in the absence of in charge	LG Alcobor	July to December 2020 (As the need arises)		Complied			
PI 20. Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation	Prepares and processes appointments and RAI in the absence of in charge	LG Alcobor	July to December 2020 (As the need arises)		Complied			

	Submits to the BOR through the UAdCo all personnel related actions of APB & NAPB that needs BÔR & UADCÔ action	LG Alcober	July to December 2020 (As the need arises)		Complied			
	Prepares/computes and submits all Certification on the Number of Parttimers to PRPEO for payroll preparation	LG Alcober	July to December 2020 (As the need arises)		Complied			
	Attends/represents the Director in meetings when requested	LG Alcober	July to December 2020 (As the need arises)		Complied			

Prepared by:


LOURDES B. CANO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LUVILLA G. ALCOVER
Performance Rating: July 1 to December 31, 2020

Aim: Further enhance HR Competencies

Proposed Interventions to Improve Performance:

Date: July 1, 2020 Target Date: December 31, 2020

First Step:

Detailed coaching and mentoring in HRM
process especially in RSP

Result:

Gained mastery in RSP and

Date: July 1, 2020 Target Date: December 31, 2020

Next Step: attend various CSC and other institutions
offering HR related trainings

Outcome: Ready to undergo advanced degree in
management and to assume HR leadership in one
of its units

Final Step/Recommendation:

To start pursuing masteral degree

Prepared by:


LOURDES B. CANO
Director, ODAHRD

Conforme:


LUVILLA G. ALCOVER
Name of Ratee Faculty/Staff