



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	4.70	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.79

TOTAL NUMERICAL RATING: 4.79

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.79


FINAL NUMERICAL RATING 4.79

ADJECTIVAL RATING: "O"

Prepared by:

Reviewed by:


LUVILLA G. ALCOBER
Name of Staff


LOURDES B. CANO
Director, ODAS/HRM

Approved:



REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Luvilla G. Alcober, of the Office of the Director for Administration and Human Resource Development 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, 2020 to June 30, 2020.

Approved:


LUVILLA G. ALCOBER
 Ratee


LOURDES B. CANO
 Director, ODAS/HRM

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan.- June 2020	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS										
OVPAF MFO 1: ISO Aligned Management and Administrative Support Services										
ODAHRD MFO 1. ISO Aligned Personnel Records Development and Management Services										
PI. 2 Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED and budgetary documents requested by OP/Budget Office	No. of budgetary requirements of VSU personnel prepared	Prepares draft of Manpower Complement; Filled and Unfilled Positions, Personnel Requirement for NBC Differential	4 reports (1- Manpower Complement; 1-Filled and Unfilled Positions, 2-Personnel Requirement for NBC Differential)	6 reports (1-BP 204, 5-Personnel Requirement for NBC Differential, SSLV Requirement etc)	150.00%	5	5	5	5	Based on office record
	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, DBM, CHEDRO8 and VSU Offices	27 reports (6 Accession, 6 Separation, 15 varios reports/list for submission to to CSC, Ombudsman, PASUC, DBM, CHEDRO8 and VSU Offices)	36 reports (6 Accession, 6 Separation, 3 list of retirees to CSC, 3 list of retirees to Ombudsman, 18 VSU Offices & others)	133.33%	5	5	5	5	Based on office record

		Submits to the BOR all personnel related actions of APB & NAPB that needs BOR & UADCO action	15 submissions	16 submissions	106.67%	5	5	5	5	Based on office record
	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	All Parttime Instructors' Certification prepared/computed within time frame upon receipt of Report from Registrar's Office	49 Parttime Instructors' Certification prepared/computed within time frame upon receipt of Report from Registrar's Office	100.00%	4	5	5	4.67	49 Part-time Instructors approved by APB for this semester
PI. 3 Updated and uploaded e-GMIS to DBM and updated IGHRIS	Documented information/ database regularly updated/ maintained	Updates VSU database (PLT and STAF), GSIS WEBMSP and CSC IGHRIS	100% updated the VSU data bases, GSIS WEBMSP & CSC IGHRIS	100% 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	100.00%	5	5	5	5	100% 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
	e-GMIS updated and uploaded to DBM monthly	Regularly updates the e-GMIS monthly and upload to DBM	6 monthly updating of e-GMIS and uploading to DBM	Done monthly updating of e-GMIS and uploading to DBM Jan-June 2020	100.00%	5	5	5	5	It is mandatory to update and upload the e GMIS to DBM monthly
		Upload and prepares monthly PSIPOP e-copy for VSU Main and external campuses file and 1 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	100.00%	5	5	5	5	Based on office record

ODAHRD MFO. 2: ISO aligned Records and Archives Management									
PI.6 RSP quality procedures kept intact and readily available to Auditor	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	100.00%	5	5	5	5
ODAHRD MFO 3. ISO 9001:2015 Aligned Documents									
PI.7 Number of quality procedures revised/updated	Number of RSP requirements complied on schedule	Submits revisions of RSP procedures and forms	3	7 forms revised and were approved on June 25, 2020	233.33%	5	5	5	5
	Number of required SWOT, ROAM, OTPs prepared and submitted on set date	Assists in the submission of SWOT, ROAM, OTPs on set date	SWOT-1, ROAM-1, OTPs-1	SWOT-1, ROAM-1, OTPs-1	100.00%	5	5	5	5
	Percentage of RFCA/NC/OFI/CAR/CAP acted on set date	Submits RFCA/NC/OFI/CAR/CAP acted on set date	100% of all RFCA/NC/OFI/CAR/CAP acted and closed at QAC	No NC/OFI/CAR received from QAC this rating period	-	-	-	-	-
	Percentage compliance to the requirements of DDRC	Regularly maintains/ updates/submits masterlists of documented information to QAC	4 documents	Records Matrix, Internal Masterlist, External Masterlist, NAP Form 1	100.00%	5	5	5	5
	Number of required Minutes of Meeting pertaining ISO matters	Takes down and prepares the Minutes of ISO related meetings and submits to QAC	2 meetings	3 meetings (based on the approved highlights)	150.00%	5	5	5	5
UMFO 6: General Administration Support Service									
OVPAP MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT									

ODAHRD MFO 6: Administrative and support services Management


PI. 12 Efficient & customer friendly frontline service	Satisfied clients due to prompt, efficient and effective service	Provides customer friendly services related to ODAHRD mandates	Zero complaint from client served	Zero complaint from client served	100.00%	5	5	5	5	
	Percentage of requests acted within the prescribed period	Prepares and submits required data/document under FOI thru Records Office	100% compliance within the prescribed period	20 requests acted within the prescribed period	100.00%	5	5	5	5	Based on record
	Number of required CPOWLI Minutes of Meeting	Submits minutes of meeting	1 minutes	1 highlights of meeting during the Dec 5-6, 2019 activity in Sabin Hotel	100.00%	5	5	5	5	

ODAHRD MFO 7: PRIME-HRM Compliant RSP

PI. 12 Efficient & customer friendly frontline service	Percentage of publication prepared, submitted and reported	Prepares publications of vacancies of staff in the absence of in charge	100% publication to be prepared	19 publications submitted to CSCFO and CSCRO8 for posting to CSC website; 19 publications were also posted to HRMIS	100.00%	5	5	5	5	based on 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	100% compliance of the request	100.00%	5	5	5	5	

	Percentage of appointments prepared/process ed 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 100 appts for newly hired/renewed faculty, 9 appts for newly hired/promoted admin staff, 43 appts for casuals, 22 appts for contractuales, 18 RAIs prepared and submitted to CSC on June 24, 2020	100.00%	4	5	5	4.67	based on records
ODAHRD MFO 11: Innovations of New Best Practices Development Services										
PI. 12 Efficient & customer friendly frontline service	Number of innovations introduced for improved efficiency	Prepare proposal and intriduces changes to improve iciency or work	1 innovation	1 innovation (Demographic Profile in HRIS) for CY 2020	100.00%	5	5	5	5.00	
Total Over-all Rating									89.33	
Average Rating :									4.702	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Evaluated & Rated by:


LOURDES B. CANO
 Director, ODAS/HRM

Date: Sept. 23, 2020

Approved by:


REMBERTO A. PATINDOL
 VP for Academic Affairs

Date: 10-1-2020

Comments & Recommendations for Development Purposes:

To attend more HR related trainings and CSC policy updates. For mentoring to on RSP functions.

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Luvilla G. Alcober

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Prepares draft/submit of Manpower Complement; Filled and Unfilled Positions, Personnel Requirement for NBC Differential	1-BP 204, 5-Personnel Requirement for NBC Differential, SSLV Requirement etc (based on the record)	January 1, 2020	June 30, 2020	Jun 9 2020, Jan 15 2020, Feb 24 2020, Feb 28 2020, Mar 2 2020, Mar 10 2020,	VI	0	
2	Prepares and submits Reports of Accession and Separation of faculty and staff and other reports to CSC, Ombudsman, PASUC, DBM, CHEDRO8 and VSU Offices	6 Accession, 6 Separation, 3 list of retirees to CSC, 3 list of retirees to Ombudsman, 18 VSU Offices & others (based on the record)	January 1, 2020	June 30, 2020	Every 1 st to 10 th day of the month	VI	0	
3	Submits to the BOR all personnel related actions of APB & NAPB that needs BOR & UADCO action	16 (based on the record)	January 1, 2020	June 30, 2020	Varied dates from Jan-Jun 2020	I	VS	
4	Prepares/computes and submits all Certification on the Number of Preparation for Parttimers to PRPEO for payroll preparation	49 Parttime Instructors' Certification prepared/computed within time frame upon receipt of Report from Registrar's Office	January 1, 2020	June 30, 2020	Varied dates from Jan-Jun 2020	VI	0	
5	Updates VSU database (PLT and	100% personnel	January	June 30,	Varied dates			

	STAF), GSIS WEBMSP and CSC IGHRs	movements prepared with ARA and submitted to GSIS through WEBMSP 2 days after receipt of NOSI/NOSA/request & appointments and updated VSU database, IGHRs	1, 2020	2020	from Jan-Jun 2020	✓	0	
6	Regularly updates the e-GMIS monthly and upload to DBM	Done monthly updating of e-GMIS and uploading to DBM Jan-June 2020	January 1, 2020	June 30, 2020	Varied dates from Jan-Jun 2020	✓	0	
7	Upload and prepares monthly PSIPOP e-copy for VSU Main and external campuses file and 1 hard copy for reference	6 sets downloaded and disseminated to external campuses and 6 hard copies prepared for reference	January 1, 2020	June 30, 2020	Varied dates from Jan-Jun 2020	✓	0	
8	Prepares evidences related to RSP readily available at point of use	100% of needed RSP evidences	January 1, 2020	June 30, 2020	Varied dates from Jan-Jun 2020	1	ITS	
9	Submits revisions of RSP procedures and forms	7 forms revised and were approved on June 25, 2020	January 1, 2020	June 30, 2020	June 9, 2020	✓	0	
10	Assists in the submission of SWOT, ROAM, OTPs on set date	SWOT-1, ROAM-1, OTPs-1	January 1, 2020	June 30, 2020	January 27, 2020	✓	0	
11	Submits RFCA/NC/OFI/CAR/CAP acted on set date	No NC/OFI/CAR received from QAC this rating period	January 1, 2020	June 30, 2020	No NC/OFI/CAR received within the rating period	✓	0	
12	Regularly maintains/ updates/submits masterlists of documented information to QAC	Records Matrix, Internal Masterlist, External Masterlist, NAP Form 1	January 1, 2020	June 30, 2020	Varied dates from Jan-Jun 2020	✓	0	


13	Takes down and prepares the Minutes of ISO related meetings and submits to QAC	3 meetings (based on the approved highlights)	January 1, 2020	June 30, 2020	Jan 7 2020, Jan 24 2020, Feb 13 2020	VI	0	
14	Provides customer friendly services related to ODAHRD mandates	Zero complaint from client served	January 1, 2020	June 30, 2020	Varied dates from Jan-Jun 2020	VI	0	
15	Prepares and submits required data to requisitioner/Records Office	20 requests acted within the prescribed period	January 1, 2020	June 30, 2020	Varied dates from Jan-Jun 2020	VI	0	
16	Submits minutes of meeting	1 highlights of meeting during the Dec 5-6, 2019 activity in Sabin Hotel	January 1, 2020	June 30, 2020	Within the rating period	VI	0	
17	Prepares publications of vacancies of staff in the absence of in charge	19 publications submitted to CSCFO and CSCRO8 for posting to CSC website; 19 publications were also posted to HRMIS	January 1, 2020	June 30, 2020	Varied dates from May-Jun 2020	VI	0	
18	Attends/represents the Director in meetings when requested	100% compliance of the request	January 1, 2020	June 30, 2020	Within the rating period	VI	0	
19	Prepares and processes appointments and RAI in the absence of incharge	Prepared 100 appts for newly hired/renewed faculty, 9 appts for newly hired/promoted admin staff, 43 appts for casuals, 22 appts for contractual, 18 RAIs prepared and submitted to CSC on June 24, 2020	January 1, 2020	June 30, 2020	Varied dates from May-Jun 2020	VI	0	

20	Prepare proposal and introduces changes to improve efficiency or work	1 innovation (Demographic Profile in HRIS) for CY 2020	January 1, 2020	June 30, 2020	Within the rating period	VI	0	
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* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


LOURDES B. CANO
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2020

Name of Staff: LUVILLA G. ALCOBER Position: Admin. 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	60.00				
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	25.00				
Average Score	5.00				

Overall recommendation : For mentoring to higher responsibilities.



LOURDES B. CANO

Printed Name and Signature
Head of Office,

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LUVILLA G. ALCOBER

Performance Rating: January to June 2020

Aim: Further enhance HR Competencies

Proposed Interventions to Improve Performance:

Date: January 1, 2020

Target Date: June 30, 2020

First Step:

Send to attend various HR trainings and CSC Policy updates.

Result:

HR competencies fully developed.

Date: January 1, 2020

Target Date: June 30, 2020

Next Step:

Mentor to assume as secretary of personnel boards.

Outcome: Expected to become capable to lead RSP unit or Payroll and Services Records

Final Step/Recommendation:

Attend Supervisory Development Course and enroll in Masteral degree in Management.

Prepared by:


LOURDES B. CANO
Director, ODAHRD

Conforme:


LUVILLA G. ALCOBER
Name of Ratee Faculty/Staff