



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	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: Outstanding


Prepared by:


HONEY SOFIA V. COLIS
Name of Staff

Recommending Approval:


DANIEL LESLIE S. TAN
VP, Administrative and Finance


Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, HONEY SOFIA V. COLIS, OIC-Head, 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, 2021.


HONEY SOFIA V. COLIS
 Ratee

Approved: 
DANIEL LESLIE S. TAN
 Vice President for Admin & Finance

MFOs/PAFs	Success Indicator	Tasks Assigned	Accomplishme nts July 1- December 31, 2021	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
Office of the Head of Recruitment, Selection, Placement and Personnel Records (OHRSPPR)										
UMFO 5: Support to Operations (STO)										
VPAF STO 1: ISO aligned procedures and documents										
ODHRM STO 1: ISO aligned procedures and documents										
	PI 1. Percentage of ISO aligned procedures and documents	Ensure ODHRM procedures and process aligned to ISO 9001:2015 Standard	100%	100% (10/10 Quality Procedures revised)	100%	5	5	5	5	
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
ODHRM GASS 1: Administrative and Support Services Management										
	PI 2. Efficient & customer friendly frontline service	Provide efficient and customer friendly frontline services	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	5	5	5	5	
	PI 3. Number of administrative services and financial/ administrative documents acted within time frame	Ensure administrative services and financial/ administrative documents acted within time frame	3,000	3,489 documents: 1221 JO contract 213 PT contracts 523 Service Rec 610 Cert of Emp 554 APB Res 368 NAPB Res	116%	5	5	5	5	
			100% L&D documents	100% L&D documents acted (4803)	100%	5	5	5	5	
			60 PLB documents	92 PLB documents acted	153%	5	5	5	5	
	PI 4. Number of linkages with external agencies maintained	Maintain linkages with external agencies	14	14 (CSC Ormoc, CSC Reg., CSC Central, DBM 8, DBM-OPCCB, PASUC National, PASUC Zonal Center, Local IATF, CHED 8, CHED National, Ombudsman Visayas, GSIS Maasin, CPOWLI, CHED-IAS)	100%	5	5	5	5	

	PI 5. Number of ad hoc committee assignments served/ functions performed	Perform/serve ad hoc committee assignments	8 Board/Ad Hoc Committees	10 Board/Ad Hoc Committees: APB, NAPB, OSH, Citizen Charter Committee, Local NBC 461 Committee, GAD, Scholarship Committees, PMT& PRAISE-SIAC	125%	5	5	5	5	
ODHRM MFO 1: Effective and efficient implementation of the Recruitment, Selection and Placement System and Processes										
	PI 6. Percentage of screening and evaluation of applicants to vacant positions processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC	Ensure screening and evaluation of applicants to vacant positions processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC	100%	100% 282 appts & 78 Report on Appt. Issued (RAI) were approved without invalidation	100%	5	5	4	4.67	
	PI 7. Number of users of the system enrolled to the HRIS system and actively using/updating his/her account	Ensure users of the system enrolled to the HRIS system and actively using/updating his/her account	700	899 (Regular & Casual=711; JO=188)	128%	5	5	5	5	
	PI 8. Number of reports generated from the system	Ensure RSP related document generated from the system	100%	100% (185 each Job posts, rating assessment, appointment)	100%	5	5	4	4.67	
	PI 9. Number of Merit systems compliant to level 3 of PRIME-HRM approved by CSC	Submit Merit systems compliant to level 3 of PRIME-HRM to CSC	2 (1 MSP for Faculty & 1 MSP for Administrative)	2 (1 MSP for Faculty & 1 MSP for Administrative) submitted to CSC	100%	5	5	5	5	
	PI 10. Percentage of documents needed for level 3 accreditation packaged	Ensure packaging of RSP documents needed for level 3 accreditation	100%	Not applicable (Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office)						
	PI 11. Number of external recognition received	Receive external recognition	1	Not applicable (Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office)						
ODHRM MFO 2: Efficient and effective implementation of the University L&D systems and processes										
	PI 12. No. of HR activities and interventions implemented during PSC celebration	Ensure implementation of HR activities during PSC celebration	20	20	100%	5	5	5	5	
	PI 13. Number of training reports	Ensure submission of training reports	30	35 trainings conducted/ organized with reports prepared	117%	5	5	4	4.67	
	PI 14. Number of proceedings prepared	Ensure preparation of activity proceedings	30	30	100%	5	5	4	4.67	
	PI 15. Number of participants attended the seminar-workshops /trainings/ orientations	Ensure counting of participants attended the seminar-workshops /trainings/orientations	500	1796	359%	5	5	5	5	
	PI 16. Number of L & D activities served as master of ceremony/facilitator	Assign staff to serve as master of ceremony/ facilitator to L & D activities	10	12	120%	5	5	5	5	

	PI 17. Number of requests for external trainings/seminar-workshops/attendance to conferences fora/sabbatical leave/scholarships/fellowships facilitated	Ensure facilitation of requests for external trainings/seminar-workshops/attendance to conferences fora/sabbatical leave/scholarships/fellowships facilitated	400	447	112%	5	5	5	5	
	PI 18. Number of requests from faculty facilitated (reinstatement, extension, salary, stipend, book allowance, bonuses, etc.)	Ensure facilitation of requests from faculty (reinstatement, extension, salary, stipend, book allowance, bonuses, etc.)	150	156 (through calls, emails and walk-ins)	104%	5	5	5	5	
	PI 19. Number of VSU Scholars monitored	Ensure monitoring of VSU Scholars	50	133 (18 new, 60 on-going, 55 reinstated but not finished yet)	266%	5	5	5	5	
	PI 14. Number of sabbatical leave for faculty facilitated	Ensure facilitation of sabbatical leave requests	10	13	130%	5	5	5	5	
	PI 15. Number of scholarships/fellowships/financial assistantships facilitated	Ensure facilitation of scholarships/fellowships/financial assistantships matters	15	18	120%	5	5	5	5	
	PI 16. Number of Learning and Development Policies/ Program compliant to level 3 of PRIME-HRM submitted to CSC	Ensure submission of Learning and Development Policies/ Program compliant to level 3 of PRIME-HRM to CSC	2	2 updated Merit system for faculty & staff for CSC approval.	100%	5	5	5	5	
	PI 17. Percentage of documents needed for level 3 accreditation packaged	Ensure packaging of L&D documents needed for level 3 accreditation	100%	N/A Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office						
ODHRM MFO 3: Efficient and effective implementation of the University Performance Management and Rewards and Recognition systems, policies, processes and practices										
	PI 18. Percentage of employees monitored their submission and actually submitted IPCRS	Ensure monitoring of IPCR submission	100%	100% of employees monitored their submission and 98% submitted IPCRs	100%	5	5	5	5	
	PI 19. Number of performance evaluation summary result prepared and submitted (PMT, CSC & ODQA)	Ensure preparation and submission of performance evaluation summary result	3	3 (PMT, CSC & ODQA)	100%	5	5	5	5	
	PI 20. Number of evaluation of JO performance tabulated	Ensure tabulation of evaluation of JO performance	700	1156	165%	5	5	5	5	
	PI 21. Summary of the ratings and qualitative comments prepared and submitted to L & D Office for analysis and input to L & D interventions	Ensure preparation and submission of summary of the ratings and qualitative comments prepared and submitted to L & D Office for analysis and input to L & D interventions	1	1	100%	5	5	5	5	
	PI 22. Number of university employees awarded after rigid screening during anniversary celebrations	Ensure rigid screening for employees to be awarded during anniversary celebrations	20	24 employees awarded (12 service awards, 7 Mt. Pangasugan Awards, 5 Special awards)	120%	5	5	5	5	
	PI 23. Number of employees given loyalty award every September and paid loyalty bonus	Ensure employees be given loyalty award every September and paid loyalty bonus	50	76	152%	5	5	5	5	

	PI 24. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	Ensure packaging and submission of nomination for deserving employees to the CSC Honors & Awards Program	4	5 Regional CSC PAG-ASA Awardees	125%	5	5	5	5	
	PI 25. Percentage of employees identified as top ranking and given step increment based on merit	Ensure top ranked employees be given step increment based on merit	5%	5%	100%	5	5	5	5	
	PI 26. Number of new R & R benefits proposed, approved and availed by qualified employees	Ensure new R & R benefits proposed, approved and availed by qualified employees	1	1 R&R on Sabbatical Leave for admin staff proposed to BOR but CSC opined proposal is not feasible	100%	5	5	5	5	
	PI 27. Number of performance management and rewards and recognition systems compliant to level 3 of PRIME-HRM prepared, submitted and approved by CSC (SPMS & PRAISE)	Ensure submission of performance management and rewards and recognition systems compliant to level 3 of PRIME-HRM submitted to CSC (SPMS & PRAISE)	2	2 PM & RR systems submitted, but no CSC comment received yet.	100%	5	5	5	5	
	PI 28. Percentage of documents needed for level 3 accreditation packaged	Ensure packaging of PMRR documents needed for level 3 accreditation	100%	Not applicable Still waiting for the CSC assessment tool for level 3 PRIME-HRM						
ODHRM MFO 4: Efficient and Effective Implementation of the Payroll and Leave Benefits Systems, Policies and Processes										
	PI 29. Number of employees given loyalty awards every September and paid loyalty bonus	Ensure employees be given loyalty awards every September and paid loyalty bonus	50	76	152%	5	5	5	5	
	PI 30. Percentage of employees identified as top ranking and given step increment based on merit	Ensure top ranked employees be given step increment based on merit	5%	5%	100%	5	5	5	5	
	PI 31. Percentage updating of employee leave records and balances in the HRIS	Ensure updating of employee leave records and balances in the HRIS	100%	70%	70%	5	5	4	4.67	
	PI 32. Number of terminal leave benefits prepared, finalized and submitted for release of funds/processing for payment of terminal leave pay	Ensure release of terminal leave benefits for retirees	10	36	360%	5	5	5	5	
	PI 33. Number of Monthly Report of Absences and Under-time prepared and submitted to CSC	Ensure submission of Monthly Report of Absences and Under-time to CSC	12	NA						
	PI 34. Percentage of proportionate vacation pay of faculty on teacher's leave computed and processed for payment	Ensure processing of payment for proportionate vacation pay of faculty on teacher's leave	100%	100%	100%	5	5	5	5	
	PI 35. Percentage of approved requests for grant of service credits with complete supporting papers processed and encoded in the eDATS	Ensure processing of requests for grant of service credits with complete supporting papers and encoded in the eDATS	100%	80%	80%	4	4	4	4	

	PI 36. Percentage of approved request/recommendation for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	Ensure processing of request/recommendation for faculty on their leave status for the semester encoded in the eDATS for proper adjustment of leave status in the system	100%	100%	100%	4	4	4	4	
	PI 37. Number of semi-monthly payroll and LDDAP for all regular, casual and contractual employees and PCC employees prepared and processed within prescribed period	Ensure processing of semi-monthly payroll and LDDAP for all regular, casual and contractual employees and PCC employees within prescribed period	24	24 Semi-monthly payroll and LDDAP (731-reg. Employees 67-casua/contractual employees, 8-PCC employees)	100%	5	5	5	5	
	PI 38. Percentage of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	Ensure processing of monthly payroll and preparation pay for part-time instructors within the prescribed period	100%	100%	100%	5	5	5	5	
	PI 39. Number of monthly payroll for salary and stipend for all VSU Scholars prepared and processed within the prescribed period	Ensure processing of monthly payroll for salary and stipend for all VSU Scholars within the prescribed period	24	12-salary of scholars 12- stipend of scholars	100%	5	5	5	5	
	PI 40. Number of payroll for book allowance of all VSU Scholars prepared and processed within the prescribed period	Ensure processing of payroll for book allowance of all VSU Scholars within the prescribed period	2	2	100%	5	5	5	5	
	PI 40. Number of monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	Ensure processing of monthly payroll for RATA and honorarium of entitled officials	12	96-RATA	800%	5	5	5	5	
	PI 41. Number of special payroll prepared for regular and casual employees (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit)	Ensure processing of special payroll for regular and casual employees (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit)	7	10 special payrolls: Clothing allowance-30 Step Increment merit - 10 Salary Differential - 67 Terminal leave benefits -39 Overload pay-33 Mid-year bonus-27 YE bonus/cash gift-37 PEI-30 CNA-32 SRI-30	143%	5	5	5	5	
	PI 42. Number of Payslips prepared/generated and released	Ensure preparation of Payslips	7,000	7884-Payslips for regular, casual and contractual 1039-Payslips for Part-time faculty	113%	5	5	5	5	
	PI 43. Percentage compliance to request for special payroll served	Ensure preparation of special payroll	100%	100%	100%	5	5	5	5	

	PI 44. Percentage of PACS for ATM loading for Salaries of regular, casual/contractual employees and scholars, RATA & Honorarium, Midyear bonus, Year End, Stipend/ Book allowance for scholars, Clothing allowance, terminal leave, PEI, Christmass bonus and other benefits. prepared, reviewed and released	Ensure ontime preparation of salaries for regular, casual/ contractual employees and scholars, RATA & Honorarium, Midyear bonus, Year End, Stipend/ Book allowance for scholars, Clothing allowance, terminal leave, PEI, Christmass bonus and other benefits	100%	100%	100%	5	5	5	5	
	PI 45. 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=738	NOSI=208 NOSA=749	160% 101%	5	5	5	5	
	PI 46. Percentage processing of applications for loan with GSIS	Ensure processing of applications for loan with GSIS	100%	100%	100%	5	5	5	5	
	PI 23. Percentage operationalization of Payroll System Module of the HRIS	Ensure operationalization of Payroll System Module of the HRIS	100%	70% Not fully operational yet due to: Suspension of use of biometrics Need test run with Acct Office (while in tandem with the old system to ensure continued processing of payroll)	100%	5	4	4	4.33	
	PI 24. Percentage of documents needed for level 3 accreditation packagedr	Ensure packaging of PMRR documents needed for level 3 accreditation	100%	Not applicable (Still waiting for the CSC assessment tool for level 3 PRIME-HRM)						
ODHRM MFO 5: Innovations & new Best Practices Development Services										
	PI 25. Number of modules of the HRIS fully operationalized	Ensure HRIS modules fully operationalized	2	2 (Daily Attendance & Leave Application)	100%	5	5	5	5	
	PI 18. Number of new HR systems/innovations introduced and implemented	Ensure implementation of HR systems/ innovations	1	1 (Study Leave Module)	100%	5	5	5	5	
	PI 26. Number of external agencies benchmarking on VSU's HR processes and practices	Facilitate external agencies benchmarking on VSU's HR processes and practices	1	None due to pandemic						
Other Accomplishments										
	Number of faculty appointed for permanency			11 faculty members and 1 admin staff appointed for permanency	100%	5	5	5	5	
	Number of policy drafted/ formulated			3 VSU Mental Health Program, In-House Promotion of Returning PhD Scholarship, In-House Promotion of Newly Accredited Professors (waiting of DBM-OPCCB opinion)	100%	5	5	5	5	
Total Over-all Rating									271	
Average Rating :									4.92	
Additional Points:										
Punctuality										

Approved Additional points (with copy of approval)										
FINAL RATING									4.92	
ADJECTIVAL RATING									O	

Evaluated & Rated by:



DANIEL LESLIE S. TAN
VP for Admin. and Finance
Date: _____

Approved by:



EDGARDO E. TULIN
President
Date: 3/28/22

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

Comments & Recommendations for Development Purposes:

OUTSTANDING WORK!
ATTEND MONTHLY MGT TRAINING & CONDUCT
BUDGETING



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 31, 2021

Name of Staff: Honey Sofia V. Colis Position: Administrative Officer V/OIC-Director ODHRM

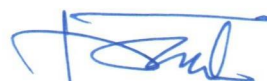
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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					
Average Score					

Overall recommendation : _____



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

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: ODHRM


Head of Office: HONEY SOFIA V. COLIS

Number of Personnel: 17

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		OVAP DIRECTORS MEETING			
Coaching					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


DANIEL LESLIE S. TAN
 VP for Admin. and Finance

Noted by:


EDGARDO E. TULIN
 President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HONEY SOFIA V. COLIS
Performance Rating: July 1- December 31, 2021

Aim: DEVELOP ^{ADVANCED} MANAGEMENT CAPABILITIES / SKILLS IN HUMAN RESOURCE MGT

Proposed Interventions to Improve Performance:

Date: July 1, 2021 Target Date: December 31, 2021

First Step: ATTEND TRAINING / SEMINARS / WORKSHOPS IN ADVANCED HUMAN RESOURCE MANAGEMENT

Result:

Date: July 1, 2021 Target Date: December 31, 2021

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:



DANIEL LESLIE S. TAN
Vice President, OVPAF

Conforme:


HONEY SOFIA V. COLIS
Name of Ratee Faculty/Staff