



**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	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.84</b>

TOTAL NUMERICAL RATING: 4.84


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.84

FINAL NUMERICAL RATING 4.84

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**CARREN MAE B. VILBAR**  
Name of Staff

Reviewed by:

  
**JENNIFER E. ANDO**  
Department/Office Head

Recommending Approval:

  
**HONEY SOFIA V. COLIS**  
Dean/Director

Approved:

  
**REMBERTO A. PATINDOL**  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (R)

I, Carren Mae B. Vilbar, Administrative Aide III of the Office of the Head of Recruitment of Recruitment, Selection and 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, 2021- June 30, 2021**.

  
**CARREN MAE B. VILBAR**  
 Ratee

Approved:

  
**JENNIFER E. ANDO**  
 OIC-Head, OHRSPPR

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January- June 2021)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	
	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	5	5	5	5	
	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	Zero NC during surveillance audit
	PI 4. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED, QAC and other regulatory bodies	Provides support in the preparation of reports for submission to CSC and Ombudsman	1 IPCR CY 2019 to CSC 1 SALN CY 2019 to Ombudsman	1 IPCR CY 2020 to CSC 1 SALN CY 2020 to Ombudsman	5	5	5	5	
	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	75% of required evidences for RSP level 3 prepared and submitted	5	5	5	5	
	PI 6. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	As dDRC and Incharge in record keeping.Assists in the gathering and compilation of ISO evidences compliant with existing ODAS/HRM quality procedures	100% ISO compliant evidences	100% ISO compliant evidences readily available	5	5	5	5	
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% compliant	5	5	5	5	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									
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 Percent	5	5	5	5	



GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January- June 2021)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	Application of HRIS module on RSP processes	100% RSP	100%	4	4	5	4.33	
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	Encodes APB and NAPB request in the items of agenda ready for review and deliberation.	*APB requests (150) NAPB requests (100)	*APB requests (220) NAPB requests (140)	5	5	4	4.67	
	PI 11. No. of linkages with external agencies maintained	Communicates with external agency on NBC 461 matters	1 Agency (PASUC Zonal Center)	1 Agency (PASUC Zonal Center)	5	5	5	5	
	PI 12. No. of council/board/ committee assignments served/functions performed	Serves as Assistant Secretary for the NBC 461 Committee	1 Committee	1 Committee (NBC 461 Committee)	5	5	5	5	
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 13. Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	Provides support and assistance in checking application letters to any vacant administrative positions even for clerical J.O positions, through email and hardcopies.	10 online applicants 5 walk-in applicants	10 online applicants 10 walk-in applicants	5	5	4	4.67	
	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 & 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% (79 positions)	5	5	4	4.67	
	PI 16. Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	Assist in the reviewing of JO contracts for any requirement and format deficiencies	500 JO contracts	616 JO contracts	5	5	5	5	
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 18. Percentage of payroll, vouchers, PACS for personnel benefits prepared, reviewed and released	Assists in securing attachments (Approved Appointment, Assumption to Duty, Oath of Office and DTR) for the	100% implementation	100%	5	5	5	5	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January- June 2021)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	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. Posts and records NOSI and NOSA in the service cards of employees.	60 Cert. of Service Records 50 Cert. of Employment 12 Lists for Step Increment	280 Cert. of Service Record 295 Cert of Employment 12 Lists for Step Increment	5	5	5	5	
	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%	5	5	4	4.67	
	PI 22 Percentage of Service Cards updated	Updates Service Cards of regular, casual and contractual employees	100% Service Cards updated	100%	5	5	4	4.67	
Total Over-all Rating								92.68	
CARREN MAE B. VILBAR		Average Rating :		4.87	Comments & Recommendations for Development Purposes  To attend CSC & HR related virtual trainings				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.87					
		ADJECTIVAL RATING							

Evaluated & Rated by:



**JENNIFER E. ANDO**  
OIC-Head, OHRSPPR  
Date: \_\_\_\_\_

Recommending Approval:



**HONEY SOFIA V. COLIS**  
OIC-Director, ODHRM  
Date: \_\_\_\_\_

Approved by:



**REMBERTO A. PATINDOL**  
Vice President for Admin & Finance  
Date: \_\_\_\_\_

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: CARREN MAE B. VILBAR

Position: ADMINISTRATIVE AIDE III

**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	5	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	57				
Average Score	4.75				

Overall recommendation : \_\_\_\_\_

  
**JENNIFER E. ANDO**  
 Printed Name and Signature  
 Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: OHRSPPR

Head of Office: JENNIFER E. ANDO


Number of Personnel: CARREN MAE B. VILBAR


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

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

Conducted by:

Noted by:

  
JENNIFER E. ANDO  
 Immediate Supervisor

  
HONEY SOFIA V. COLIS  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CARREN MAE B. VILBAR

Performance Rating: JANUARY – JUNE 2021

Aim: To be able to be more productive and efficient in my work.

Proposed Interventions to Improve Performance: Proper time management amidst this Pandemic.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: Recommend to participate on HR Related webinars

Result: \_\_\_\_\_

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: Knowledgeable on HR related concerns esp. on the RSP


Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

  
JENNIFER E. ANDO  
Unit Head

Conforme:

  
CARREN MAE B. VILBAR  
Name of Ratee Faculty/Staff