



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	4.96 ⁹⁵ 4.93	70%	3.472 ⁴⁵ 3.451
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.500
TOTAL NUMERICAL RATING			⁹⁵ 4.972 4.951

TOTAL NUMERICAL RATING:

⁹⁵
4.972

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.972 ⁹⁵


FINAL NUMERICAL RATING

4.972 ⁹⁵

ADJECTIVAL RATING:

Outstanding

Prepared by:


HONEY SOFIA V. COLIS
Name of Staff


Reviewed by:


DANIEL LESLIE S. TAN
Vice President, OVPAF

Recommending Approval:

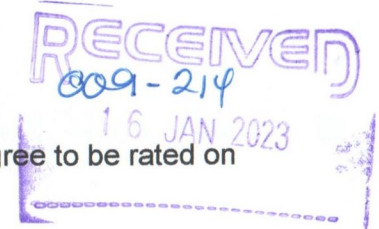

DANIEL LESLIE S. TAN
Vice President, OVPAF

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Honey Sofia V. Colis, OIC-Director 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, 2022.



HONEY SOFIA V. COLIS

Ratee

Approved:

DANIEL LESLIE S. TAN

Vice President for Admin & Finance

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan 1 - Dec 31, 2022	Accomplishment Jul 1 - Dec 31, 2022		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)										
VPAF STO 1: ISO 9001:2015 aligned documents										
ODHRM STO 1: ISO 9001:2015 aligned documents										
	PI 1. Number of quality procedures prepared/revised/implemented	Facilitate preparation/revision /implementation of quality procedures if necessary	10	10	100%	5	5	5	5	
	PI 2. Number of required mandatory operations manuals prepared and submitted	Facilitate preparation and submission of required mandatory operations manuals if nessary	2	N/A	On going					To be fully accomplished in 2023
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
	PI 1. Number of innovations developed and implemented	Lead in the development and implementation of ODHRM innovations	4	4	100%	5	4	5	4.67	
	PI 2. Percentage operationalization of HRMIS on Payroll	Expedite operationalization of HRMIS on Payroll	60%	70%	117%	5	4	5	4.67	

	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	Lead and supervise gathering and packaging of documents needed for PRIME-HRM Level 3 accreditation	50%	100%	100%	5	5	5	5	Still awaiting for the release of the New PRIME-HRM Level III Assessment Tool
UMFO6: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
ODHRM GASS 1: Administrative and Support Services Management										
	PI 1. Percentage of administrative services and financial/ administrative documents acted within time frame	Supervise actions on administrative services and financial/ administrative documents	100%	100%	100%	5	5	5	5	
	PI 2. Number of linkages with external agencies maintained	Maintain linkages with external agencies	12	13	108%	5	5	5	5	CSC RO8, CSC WLC, GSIS Maasin, GSIS Central Office, DBM RO8, COA, Ombudsman RO8, PASUC Zonal Center, PASUC National, CHED IAS, CHED RO8, PAG-IBIG Ormoc, SSS Ormoc
	PI 3. Number of offices and units directly supervised, monitored and coordinated	Supervise/monitor/ coordinate offices and units	4	4	100%	5	5	5	5	OHRSPPR, OHLDHRA, OHPLB, OHPMRR
	PI 4. Number of major university committees assignment served	Serve major university committees assignment	6	11	183%	5	5	5	5	APB, NAPB, VFSC-AS, VASC, PMT, NBC 461 Local Evaluation Committee, SIAC, SALN Committee, OSH, Risk Management, GAD, and other Accreditation Committees
	PI 5. Efficient & customer-friendly frontline service	Lead in the provision of efficient & customer-friendly frontline services	Zero Complaint	Zero Complaint	100%	4	5	5	4.67	One (1) Positive Feedback with Suggestion
VPAF GASS 2: Human Resource Management and Development										

ODHRM GASS 2: Human Resource Management and Development										
	PI 1. Percentage compliance on PRIME-HRM Standards, Policies & Practices	Lead and oversee in the compliance of PRIME-HRM Standards, Policies & Practices	100% compliant	100% compliant	100%	5	5	5	5	
	PI 2. Compliance of HRM Practices to ISO 9001:2015 standards	Lead and oversee in the compliance of ISO 9001:2015 standards	100% compliant	100% compliant	100%	5	5	5	5	
ODHRM GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement system and processes										
	PI 1. Percentage of validated and approved appointments by CSC	Ensure submission of complete and approved appointments to CSC	100% (300/300)	100% (150/300)	100%	5	5	5	5	Jan-Jun 2022: 185
	PI 2. Number of applicable vacant positions filled-up within prescribed period	Ensure filling up of applicable vacant positions within prescribed period	50	32	100%	5	5	4	4.67	Jan-Jun 2022: 44
	PI 3. Number of faculty & administrative positions created/ upgraded	Ensure creation and upgrading of faculty & administrative positions	10	6 (For College of Nursing)	100%	5	5	4	4.67	The request for abolition of 19 higher academic positions to create 44 Asst Prof IV , 10 instructor I & 1 Lab Tech positions is recommended by DBM RO8 to DBM Central Office for review and approval
	PI 4. Number of faculty appointed for permanency	Ensure appointment of qualified faculty for permanency	15	91	607%	5	5	5	5	
	PI 5. Number of JO/Parttime contracts processed	Ensure processing of JO/Parttime contracts	1000	1004	100%	5	5	5	5	Parttime Instructor: 215 JO Workers: 789
	PI 6. Percentage of personnel service records maintained	Ensure updating and maintenance of personnel service records	100% (720/720)	139% (1326/720)	139%	5	5	5	5	

	PI 7. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	Ensure updating and maintenance of HR eSystems of DBM/GSIS/CSC	3	4	133%	5	5	5	5	DBM PSIPOP, GSIS WebMSP, CSC IGHRs, VSU Plantilla Database
ODHRM GASS 2.2: Efficient and effective implementation of the L&D systems, policies and processes										
	PI 1. No. of In-house L&D activities planned, conducted/facilitated & reports prepared	Ensure conduct of In-house L&D activities as planned	24	19	100%	5	5	4	4.67	Jan-Jun 2022: 23
	PI 2. Percent increase VSU employees trained/developed of last year	Ensure development of VSU employees	15% increase of last year	67% (1504)	447%	5	5	5	5	Jan-Jun 2022: 790
	PI 3. Number of requests for participation to external trainings/ seminar-workshops/ conferences/fora	Ensure facilitation of requests for participation to external trainings/seminar-workshops/ conferences/fora	150	488	325%	5	5	5	5	Jan-Jun 2022: 344
	PI 4. Number of requests for sending faculty/staff for new scholarships/ fellowships facilitated	Ensure facilitation of requests for sending faculty/staff for new scholarships/ fellowships	25	23	100%	5	5	5	5	Jan-Jun 2022: 6
	PI 5. Number of VSU Scholars monitored	Ensure monitoring of VSU Scholars	70	171	244%	5	5	5	5	
	PI 6. Number of requests on sabbatical leave for faculty facilitated	Ensure facilitation of requests on sabbatical leave for faculty facilitated	5	3	60%	5	5	4	4.67	
ODHRM GASS 2.3: Efficient and effective implementation of the Performance Management and Rewards and Recognition systems, policies and processes										
	PI 1. Percentage of received IPCRs reviewed and validated	Ensure review and validation of received IPCRs	100%	100%	100%	5	5	5	5	

	PI 2. Number of report of performance rating prepared and submitted to higher offices	Ensure submission of report of performance rating to higher offices	3	1	100%	5	5	5	5	Jan-Jun 2022: 2
	PI 3. Number of evaluation of JO performance tabulated	Ensure tabulation of evaluation of JO performance	1,000	575	100%	5	5	5	5	Jan-Jun 2022: 558
	PI 4. Number of report on comments and recommendations for development purposes	Ensure of report on comments and recommendations for development purposes	1	1	100%	5	5	5	5	Jan-Jun 2022: 1
	PI 5. Number of university employees awarded after rigid screening during anniversary celebrations	Ensure rigid screening of university employees for awards during anniversary celebrations	20	N/A						Jan-Jun 2022: 65
	PI 6. Number of employees given loyalty award	Ensure employees given loyalty award	50	82	164%	5	5	5	5	
	PI 7. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	Ensure deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	3	N/A						Jan-Jun 2022: 12
	PI 8. Percentage of employees identified as top ranking and given step increment based on merit	Ensure employees identified as top ranking and given step increment based on merit	5%	N/A						Jan-Jun 2022: 5%
ODHRM GASS 2.4: Efficient and effective Implementation of the Payroll and Leave Benefits systems, policies and processes										
	PI 1. Percentage updating of employees' leave records and balances in the HRIS eDATS	Ensure updating of employees' leave records and balances in the HRIS eDATS	60%	70%	117%	5	5	4	4.67	

[illegible]

FINAL RATING									4.96 ⁹⁵	93
ADJECTIVAL RATING									0	

Evaluated & Rated by:




DANIEL LESLIE S. TAN

VP for Admin. and Finance

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

Comments &
Recommendations for
Development Purposes:

Attendance to advance
training on HRMPs or
executive course.

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 31, 2022

Name of Staff: Honey Sofia V. Colis Position: Administrative Officer V

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		5				

Overall recommendation : Recommended to attend executive course or advance training on HRMPs.



DANIEL LESLIE S. TAN

Printed Name and Signature
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODHRM


Head of Office: DANIEL LESLIE S. TAN

Number of Personnel:

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	✓	Quarterly Meeting of Directors/Heads under OVPAF		Notice of 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
 University President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HONEY SOFIA V. COLIS
Performance Rating: July 1 to December 31, 2022

Aim: To build a strong and competent HR Manager.

Proposed Interventions to Improve Performance:

Date: July 1, 2022 Target Date: December 31, 2022

First Step:

Recommend to participate in the Supervisory Development Course (SDC)
Tract 1.

Result:

Participated in the Supervisory Development Course (SDC) Tract 1
Organized by CSC Region 8 last September 20-23, 2022.

Date: July 1, 2022 Target Date: December 31, 2022

Next Step:

Outcome:

Final Step/Recommendation:

To recommend to participate in Senior Executive Development Course such as
SDC-Tract 2 or Training on HRMPs.

Prepared by:

DANIEL LESLIE S. TAN

VP for Administration and Finance

Conforme:

HONEY SOFIA V. COLIS

Name of Ratee Faculty/Staff