



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **DR. LOURDES B. CANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	5	70%	3.5
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>5</b>

TOTAL NUMERICAL RATING: 5

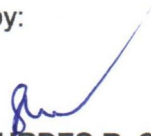
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 5

FINAL NUMERICAL RATING 5

ADJECTIVAL RATING: 0

Prepared by:

  
**LOURDES B. CANO**  
Name of Staff

Reviewed by:

  
**REMBERTO A. PATINDOL**  
Office Head

Approved:

  
**REMBERTO A. PATINDOL**  
VP for Admin. & Finance

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **LOURDES B. CANO**, 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 July to December 2020.

**LOURDES B. CANO**  
Ratee

**REMBERTO A. PATINDOL**  
Rater

MFO/PAPS	Success Indicators	Task Assigned	Target July. - December 2020	Accomplishments	Rating				Remarks
				Actual Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO5. SUPPORT TO OPERATIONS									
OVPAF MFO 1: ISO aligned management and administrative support services									
ODAHRD MFO 1: ISO aligned Personnel Records Development & Management Services									
PI. 2 Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED and budgetary documents requested by OP/Budget Office	A1. All required reports from outside agencies reviewed and submitted to appropriate offices	Reviews required budgetary reports, signs if already in order and cause its submission	100% of required reports	100% of required reports	5	5	5	5	The feedback received was adequately explained per investigation of the VPAF. The other feedback was more of a suggestion
PI. 3 Percentage updating and uploading of e-GMIS to DBM and Personnel Information System updating completed	A2. Percentagr of e-GMIS of DBM & e-GHRS of CSC updated and uploaded on prescribed period	Reviews updated e-GMIS and e-GHRS and approves its uploading if already in order	Two (2) systems 100% updated and uploaded (eGMIS of DBM & eGHRS of CSC)	100% of required reports submitted	5	5	5	5	
ODAHRD MFO. 2: ISO aligned Records and Archives Management									
PI. 5 Percentage of required HR accreditation evidences under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC team	A 3 No. of new accreditation documents gathered and displayed at HR Accreditation Center	Provides new evidences to qualify for level 3 under RSP	6 new evidences under Prime HRM level 3 for RSP	6 new evidences under Prime HRM level 3 for RSP	5	5	5	5	

PI.6 Percentage of evidences to comply with existing RSP quality procedures kept intact and readily available to Auditor	A.4 Existing HR evidences at the accreditation Center updated and became source of documents during accreditations and benchmarking by outside agencies	Supervises staff in charge per HR area in updating HR documents on display at the Accreditation Center	100% of the HR evidences updated	100% of the HR evidences updated	5	5	5	5	
<b>ODAHRD MFO. 3: ISO 9001:2015 aligned documents</b>									
PI.7 Number of quality procedures revised/updated	A.5 Existing Quality Procedures revised/updated	Reviews & edits all revised/updated quality procedures initiated by process owners	14 HR QPs, 2 Planning QPs	14 HR QPs, 2 Planning QPs	5	5	5	5	
<b>ODAHRD MFO. 5: FOI aligned compliance and reporting requirements</b>									
PI. 11 Percentage compliance of reporting requirements in accordance with FOI Manual	A6 Percentage compliance to the requirements of the FOI law	Complies with what is required by PCOO	1 new document required	1 new document required	5	5	5	5	
<b>UMFO 6: General Administration Support Service</b>									
<b>OVPAP MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT</b>									
<b>ODAHRD MFO 6: Administrative and support services Management</b>									
PI. 12 Efficient & customer friendly frontline service implementing the new norm	A7 Satisfied clients due to prompt, efficient and effective service	Entertains faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
PI. 13 Number of administrative services and financial/ administrative documents acted within time frame	A8: Processed financial and personnel related documents	Reviews legality of documents and signs if already in order	3,000 of documents	2,352 documents	5	5	5	5	Lesser number of documents due to pandemic & work from home work arrangements



	<b>A9:</b> Clients seeking consultation services served and satisfied	Entertains clients for consultation services	60 clients' consultation	60 clients' consultation	5	5	5	5	
	<b>A10:</b> Offices under the division and all staff supervised, led and directed to ensure attainment of mandated functions and targeted outputs attained	Provides direction and supervision of units under the office and directly supervises subordinates	3 offices 6 staff	4 offices under ODRM & 5 offices under ODAS	5	5	5	5	
	<b>A11:</b> APB, NAPB, VSFCAS & VASC minutes reviewed and edited	Reviews and edits the draft minutes, referendum and excerpts of the four personnel committees and if already in order forms, signs as member of said committees	6 APB, 6 NAPB minutes, 10 VSFC Academic minutes, 18 VSFC Academic 18 referendum 18 indorsements 200 VSCFAS excerpts 6 VSAS minutes	12 APB, 9 NAPB minutes, 14 VSFC Academic minutes, 4 VASC Minutes, 22 referendum 22 indorsements 157 VSCFAS excerpts	5	5	5	5	
<b>PI. 14</b> No. of linkages with external agencies maintained	<b>A12:</b> Linkages with government agencies which the university transacts business maintained	Strengthens the linkages and smooth working relationship with important government agencies	12 linkages	12 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, IATF, CSC Central, CHED, Ombudsman, GSIS, Cash, LBP, BOT, PhilGEPS, NAP & Cebu City Hall, NAP Cebu, COA)	5	5	5	5	
<b>PI.15</b> No. of council/board/committee assignments served/functions performed	<b>A13:</b> Personnel Board/Committee functions and assignments performed	Performs functions, attends or sends representatives meetings of the Personnel Boards and Committees and prepares proposals as required for deliberation	2 Personnel Boards (APB & NAPB) 2 Scholarship Committees (Academic & Administrative) 1 PMT 1 PRAISE	2 Personnel Boards (APB & NAPB) 2 Scholarship Committees (Academic & Administrative) 1 PMT 1 PRAISE	5	5	5	5	



<b>PI.16</b> No. of HR activities and interventions implemented during PSC celebration subject to Covid-19 provisions	<b>A14:</b> HR activity conducted to celebrate the PSC anniversary subject to health protocols under the new normal	Reviews and recommends the proposed activity and supervises preparations and actual implementation	1 HR activity conducted in September	1 HR activity conducted in September	5	5	5	5	
<b>ODAHRD MFO 7: PRIME-HRM compliant Recruitment, Selection &amp; Placement</b>									
<b>PI. 17</b> No. of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared & posted in bulletin boards, website & social media	<b>A15.</b> Publications of vacant administrative positions posted in the CSC bulletin of vacant positions, in website and bulletin boards	Reviews the draft publication announcement, submits to CSC, and cause posting in website and bulletin boards	100% of all vacant positions for posting posted at the CSC bulletin, at the website and bulletin boards	100% of all vacant positions for posting posted at the CSC bulletin, at the website and bulletin boards	5	5	5	5	
	<b>A16.</b> Vacancy announcements from academic departments and units reviewed, finalized and signed and a copy posted at the website	Reviews the vacancy announcements to ensure the competency requirements are indicated, signs, returns a copy to the department for their talent sourcing and have a copy posted at the website	100% of all draft vacancy announcements reviewed, signed and posted at the website and bulletin boards	100% of all draft vacancy announcements reviewed, signed and posted at the website and bulletin boards	5	5	5	5	
<b>PI.18</b> Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	<b>A17.</b> Applicants to vacant administrative positions initially screened, interview/evaluated and comparative assessments prepared	, Reviews shortlisting of applicants, conducts screening , interview skills examination and reviews all comparative assessments and recommends top ranking applicant	100% of comparative assessment reviewed and top ranking qualified applicant recommended for appointment	100% of comparative assessment reviewed and top ranking qualified applicant recommended for appointment	5	5	5	5	

<b>PI.19</b> Number of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President	<b>A18.</b> Ranking of applicants to faculty positions reviewed and evaluated as to compliance of all HR policies and processes of VSU	Reviews ranking of faculty applicants submitted by Department Personnel Committees to ensure compliance to HR policies and processes	100% of ranking and recommendations for faculty positions reviewed	100% of ranking and recommendations for faculty positions reviewed	5	5	5	5	
<b>PI.20</b> Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	<b>A19.</b> All appointments processed, reviewed and recorded without invalidation	Reviews appointment and supporting documents and signs, if in order	100% appointments processed with zero invalidation	100% appointments processed with zero invalidation	5	5	5	5	
	<b>A20.</b> Report of Appointments Issued submitted to CSC together with a issued Appointments and post audited by CSC	Facilitates preparation, finally reviews, signs and causes its submission to CSC	6 RAI, Part I 6 RAI Part II	6 RAI, Part I 6 RAI Part II	5	5	5	5	
<b>ODAHRD MFO 8: PRIME-HRM compliant Performance Management System services</b>									
<b>PI. 21</b> Percentage submission of IPCRs followed up and received IPCRS reviewed and report of IPCR ratings submitted to PMT for immediate action	<b>A21.</b> IPCR targets and ratings submission monitored and actual submission received	Monitors status of OPCR and IPCR submissions and provides guidance and provides support to in charge and assist in imposing submission by offices and departmets	100% submission of IPCR	100% submission of IPCR	5	5	5	5	
<b>ODAHRD MFO 9: PRIME-HRM aligned Learning and Development Services</b>									

<b>PI. 22</b> No. of in-house trainings/webinars/HR interventions/workshops conducted/facilitated implementing the new norm	<b>A22.</b> In-house trainings/webinars/HR interventions conducted/facilitated under the new normal	Supervises/facilitates implementation of webinars/HR interventions	3 in-house trainings/HR interventions conducted	3 in-house trainings/ HR interventions conducted ; 4 Strategic planning workshops facilitated (USHER, ODFM; ODAS/ODHRM; ACRO); 1 Target setting workshop (OVPSAS)	5	5	5	5	
<b>PI.23</b> Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	<b>A23: Faculty and staff</b> scholarship (new/renewal) facilitated, monitored & assisted	Prepares contract for new scholars and monitors submission of progress reports of existing scholars for the renewal of their scholarship	10 new scholars existing scholars (88 PhD, 57 MS)	10 new scholars existing scholars (88 PhD, 57 MS)	5	5	5	5	
<b>PI. 24</b> Percentage of faculty/staff development related requests acted by scholarship committee, requests to present paper or to attend conference abroad facilitated for action by CHED & BOR & awards of attendance to approved requests prepared	<b>A24:</b> Requests for faculty development	Submits requests of faculty for attendance to training/for a/conferences to the scholarship committee for recommendation to the President and prepares excerpts of approved requests	3 scholarship/ assistantship 150 attendance to trainings/for a/etc. 1 sabbatical leave/secondment, certification study leave	3 scholarship/ assistantship 150 attendance to trainings/for a/etc. 1 sabbatical leave/secondment, certification study leave	5	5	5	5	
<b>PI. 25</b> No. of scholarship contracts prepared, provisions of the contract explained to faculty and contract finally executed within 3 days	<b>A26.</b> Scholarship Contracts executed within 3 days from receipt of approval	Reviews draft scholarship contract, gives go signal for final printing and invites scholar for one on one explanation of the provisions of the contract and signs as witness	10 contracts	25 contracts	5	5	5	5	



PI. 26 Number of proceedings of conducted trainings/orientations/workshops prepared	A26. Number of proceedings of previously conducted trainings/seminars reviewed	Gathers all presentations/outputs/pictures and transcribes deliberations and prepare over all proceedings per activity	3 proceedings prepared/finalized	3 proceedings prepared/finalized	5	5	5	5	
<b>ODAHRD MFO 10: PRIME-HRM Aligned Rewards &amp; Recognition Services</b>									
PI. 27 Percentage of OPCR and IPCR ratings submitted to PMT reviewed, calibrated and delivery units ranked and PBB Form 1 prepared and submitted within prescribed period	A27. OPCR ratings reviewed, calibrated and ranked by PMT	Initiates the scheduling of the PMT meetings, participates in the calibration & final ranking of delivery units	100% submitted OPCR ratings calibrated and delivery units finally ranked by PMT	100% submitted OPCR ratings calibrated and delivery units finally ranked by PMT	5	5	5	5	
	A28. IPCR ratings reviewed by PMT and used in determining employees entitled to PBB	Facilitates submission of IPCR ratings to PMT for final review and in determining employees entitled to PBB	100% of submitted IPCR ratings reviewed and qualified employees to PBB identified	100% of submitted IPCR ratings reviewed and qualified employees to PBB identified	5	5	5	5	
PI 28 Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	A29. Step Increment due to meritorious employees implemented	Schedules the PMT meeting and participates in the forced ranking of employees, prepares the recommendation & cause the issuance of NOSI and actual payment of step increment	5% of employees identified as qualified, issued NOSI & paid their step increment	5% of employees identified as qualified, issued NOSI & paid their step increment	5	5	5	5	
PI. 29 Percentage of HAP nominations facilitated, reviewed, packaged & submitted to CSC	A30. HAP nomination of deserving employees packaged and submitted to CSC	Prepares the nomination write up of nominee, reviews those with draft write up, present to PRAISE, assists in securing documents & submits to CSC	4 HAP nominations submitted to CSC	4 HAP nominations submitted to CSC	5	5	5	5	

ODAHRD MFO 11: Innovations & new Best Practices Development Services									
PI. 31. Number of new HR systems/innovations introduced and implemented	A31: New HR Systems to be level 3 PRIME-HRM compliant introduced, approved and implemented	Revises the 6 existing HR systems to be compliant with the level 3 indicators under PRIME-HRM	6 HR systems	6 existing HR systems revised to be level 3 compliant & approved by CSC , submitted and defended a best practice entry to DAP search for 2020 GBPR and won; prepared draft VSU Occupational Health & Safety Standards; VSU Health & Mental Program edited	5	5	5	5	
PI. 32. Number of best practices introduced and implemented	A32: New HR Systems introduced, approved and implemented	Introduces new HR practices that other agencies will benchmark	6HR best practices	4 Effectiveness survey of HR processes; 1 employee engagement survey; 6 strategic plans, creation of manCom for ODAS and conduct of monthly meetings, quarterly projections of NCA utilization	5	5	5	5	
PI. 33. Percentage operationalization of HRIS on RSP	A33: RSP Module of the HRIS fully operational	Recommends enhancement of the system and supervises encoding of data & uploading of documents to make the system operational	100% RSP Module of the HRIS ready for full operation	100% RSP Module already operational	5	5	5	5	
PI. 34 Number of outside agencies which benchmarked HR practices/systems or provided with expert services as Resource Person	A34: VSU best HR practices shared to outside agencies upon their request	Presents VSU's best practices to to agencies upon their request as approved by the President	1 agency ODHRM, 1 Cash Division	no request due to pandemic	NA	NA	NA	NA	subject to receipt of request and due to covid

PI.35 HR Operations Manual finalized, printed/distributed to users	A35: Operations Manual introduced and used to improve effectiveness and efficiency in operations	Initiates implementation of operations manual to improve operations and quality of service to clients	2 operations manual	2 operations manual already for printing	5	5	5	5	RSP Operations Manual for Faculty; RSP Operations Manual for Faculty;
PI.36 Number of HR Policies introduced under the new normal	A36: Proposed policies under the new normal prepared and submitted	Prepares draft policies for submission to the Office of the President for finalization	6 new draft HR related policies needed under the new normal	9 new draft HR related policies needed under the new normal	5	5	5	5	3 Policies on Work from Home; 1 payment for parttimers during pandemic; 1 deployment of promoted existing admin. Staff; 1 Undertime during lockdown; 1 Rest & Renewal for Admin. Staff; 1 Policy for faculty presenting paper abroad on leave or study tour; 1 Points system for Work from Home
Average Rating (Total Over-all rating divided by 50)								175	5
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING					5				
ADJECTIVAL RATING					Outstanding				

Evaluated & Rated by:

Approved::

**REMBERTO A. PATINDOL**

Immediate Supervisor

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

**REMBERTO A. PATINDOL**

Vice President

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

Date:

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average

Comments & Recommendations for Development Purpose:

For commendation. None since she is retireable effective March 1, 2021





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: LOURDES B. CANO Position: CHIEF ADMINISTRATIVE OFFICE

**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

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score		60				
<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		85				
Average Score		5				

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



**REMBERTO A. PATINDOL**

Vice President for Administration & Finance

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: DR. LOURDES B. CANO

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	<b>A1.</b> All required reports from outside agencies reviewed and submitted to appropriate offices	100% of required reports	July-Dec. 2020	December 2020	December 2020	VI	O	
2	<b>A2:</b> Percentage of e-GMIS of DBM & e-GHRS of CSC updated and uploaded on prescribed period	100% of required reports submitted	July-Dec. 2020	December 2020	December 2020	VI	O	
3	<b>A 3</b> No. of new accreditation documents gathered and displayed at HR Accreditation Center	6 new evidences under Prime HRM level 3 for RSP	July-Dec. 2020	December 2020	December 2020	VI	O	
4	<b>A.4</b> Existing HR evidences at the accreditation Center updated and became source of documents during accreditations and benchmarking by outside agencies	100% of the HR evidences updated	July-Dec. 2020	December 2020	December 2020	VI	O	
5	<b>A.5</b> Existing Quality Procedures revised/updated	14 HR QPs, 2 Planning QPs	July-Dec. 2020	December 2020	December 2020	VI	O	



6	A6 Percentage compliance to the requirements of the FOI law	1 new document required	July-Dec. 2020	December 2020	December 2020	VI	O	
7	A7 Satisfied clients due to prompt, efficient and effective service	Zero percent complaint from clients served	July-Dec. 2020	December 2020	December 2020	VI	O	
8	A8: Processed financial and personnel related documents	2,352 documents	July-Dec. 2020	December 2020	December 2020	VI	O	
9	A9: Clients seeking consultation services served and satisfied	60 clients' consultation	July-Dec. 2020	December 2020	December 2020	VI	O	
10	A10. Offices under the division and all staff supervised, led and directed to ensure attainment of mandated functions and targeted outputs attained	4 offices under ODRM & 5 offices under ODAS	July-Dec. 2020	December 2020	December 2020	VI	O	
11	A11. APB, NAPB, VSFCAS & VASC minutes reviewed and edited	12 APB, 9 NAPB minutes, 14 VSFC Academic minutes, 4 VASC Minutes, 22 referendum 22 indorsements	July-Dec. 2020	December 2020	December 2020	VI	O	

		157 VSCFAS excerpts						
12	<b>A12:</b> Linkages with government agencies which the university transacts business maintained	12 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, IATF, CSC Central, CHED, Ombudsman, GSIS, Cash, LBP, BOT, PhilGEPS, NAP & Cebu City Hall, NAP Cebu, COA)	July-Dec. 2020	December 2020	December 2020	VI	O	
13	<b>A13:</b> Personnel Board/Committee functions and assignments performed	2 Personnel Boards (APB & NAPB) 2 Scholarship Committees (Academic & Administrative) 1 PMT 1 PRAISE	July-Dec. 2020	December 2020	December 2020	VI	O	
14	<b>A14:</b> HR activity conducted to celebrate the PSC anniversary subject to health protocols under the new normal	1 HR activity conducted in September	July-Dec. 2020	December 2020	December 2020	VI	O	

15	A15. Publications of vacant administrative positions posted in the CSC bulletin of vacant positions, in website and bulletin boards	100% of all vacant positions for posting posted at the CSC bulletin, at the website and bulletin boards	July-Dec. 2020	December 2020	December 2020	VI	O	
16	A16. Vacancy announcements from academic departments and units reviewed, finalized and signed and a copy posted at the website	100% of all draft vacancy announcements reviewed, signed and posted at the website and bulletin boards	July-Dec. 2020	December 2020	December 2020	VI	O	
17	A17. Applicants to vacant administrative positions initially screened, interview/evaluated and comparative assessments prepared	100% of comparative assessment reviewed and top ranking qualified applicant recommended for appointment		December 2020	December 2020	VI	O	
18	A18. Ranking of applicants to faculty positions reviewed and evaluated as to compliance of all HR policies and processes of VSU	100% of ranking and recommendations for faculty positions reviewed	July-Dec. 2020	December 2020	December 2020	VI	O	
	A19. All appointments processed, reviewed and recorded without invalidation	100% appointments processed with zero invalidation	July-Dec. 2020	December 2020	December 2020	VI	O	



	<b>A20.</b> Report of Appointments Issued submitted to CSC together with a issued Appointments and post audited by CSC	6 RAI, Part I 6 RAI Part II	July-Dec. 2020	December 2020	December 2020	VI	O	
	<b>A21.</b> IPCR targets and ratings submission monitored and actual submission received	100% submission of IPCR	July-Dec. 2020	December 2020	December 2020	VI	O	
	<b>A22.</b> In-house trainings/webinars/HR interventions conducted/facilitated under the new normal	3 in-house trainings/ HR interventions conducted ; 4 Strategic planning workshops facilitated (USHER, ODFM; ODAS/ODHRM; ACRO); 1 Target setting workshop (OVPSAS)	July-Dec. 2020	December 2020	December 2020	VI	O	
	<b>A23: Faculty and staff</b> scholarship (new/renewal) facilitated, monitored & assisted	10 new scholars existing scholars (88 PhD, 57 MS)	July-Dec. 2020	December 2020	December 2020	VI	O	
	<b>A24:</b> Requests for faculty development	3 scholarship/ assistantship 150 attendance to trainings/for a/etc. 1 sabbatical leave/secondment	July-Dec. 2020	December 2020	December 2020	VI	O	

		, certification study leave						
	A25. Scholarship Contracts executed within 3 days from receipt of approval	25 contracts	July-Dec. 2020	December 2020	December 2020	VI	O	
	A26. Number of proceedings of previously conducted trainings/seminars reviewed	3 proceedings prepared/finalized	July-Dec. 2020	December 2020	December 2020	VI	O	
	A27. OPCR ratings reviewed, calibrated and ranked by PMT	100% submitted OPCR ratings calibrated and delivery units finally ranked by PMT	July-Dec. 2020	December 2020	December 2020	VI	O	
	A28. IPCR ratings reviewed by PMT and used in determining employees entitled to PBB	100% of submitted IPCR ratings reviewed and qualified employees to PBB identified	July-Dec. 2020	December 2020	December 2020	VI	O	
	A29. Step Increment due to meritorious employees implemented	5% of employees identified as qualified, issued NOSI & paid their step increment	July-Dec. 2020	December 2020	December 2020	VI	O	
	A30. HAP nomination of deserving employees packaged and submitted to CSC	4 HAP nominations submitted to CSC	July-Dec. 2020	December 2020	December 2020	VI	O	
	A32: New HR Systems to be level 3 PRIME-HRM compliant	6 HR systems	July-Dec. 2020	December 2020	December 2020	VI	O	



	introduced, approved and implemented							
	<b>A33:</b> New HR Systems introduced, approved and implemented	6HR best practices	July-Dec. 2020	December 2020	December 2020	VI	O	
	<b>A34:</b> RSP Module of the HRIS fully operational	100% RSP Module of the HRIS ready for full operation	July-Dec. 2020	December 2020	December 2020	VI	O	
	<b>A35:</b> VSU best HR practices shared to outside agencies upon their request	1 agencies conducting benchmarking at VSU	July-Dec. 2020	December 2020	December 2020	VI	O	
	<b>A36:</b> Operations Manual introduced and used to improve effectiveness and efficiency in operations	2 operations manual	July-Dec. 2020	December 2020	December 2020	VI	O	
	<b>A37:</b> Proposed policies under the new normal prepared and submitted	6 new draft HR related policies needed under the new normal	July-Dec. 2020	December 2020	December 2020	VI	O	

\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

  
**REMBERTO A. PATINDOL**  
 VP for Administration & Finance