



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	4.95	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING: 4.95
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: "O"

Prepared by:


LUVILLA G. ALCOBER
Name of Staff

Reviewed by:


MIRIAM M. DE LA TORRE
Department/Office Head

Recommending Approval:


HONEY SOFIA V. COLIS
Dean/Director

Approved:

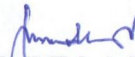

DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Luvilla G. Alcober, of the Office of the Head of RSPPR, 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 - December 31, 2022.

Approved:


LUVILLA G. ALCOBER
 Ratee


MIRIAM M. DE LA TORRE
 OIC-Head, OHRSPPR

MFOs/ PAFs	Success Indicator	Tasks Assigned	Target Jan 1 - Dec 31, 2022	Accomplishment July 1 - Decmber 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	Assist in the implementation of RSP QPs and documented information aligned to ISO 9001:2015 standard	2 RSP QPs	Assisted in the implementation of RSP QPs and documented information aligned to ISO 9001:2015 standard	100%	5	4	5	4.67	


		Act as dDRC of ODHRM: Disseminate newly cascaded documented information from ODQA; maintain/update masterlist of internal documents, masterlist of external documents, quality records matrix and NAP Form 1; facilitate submission of required documents; attend dDRC meetings; etc.	100% of dDRC's tasks to be complied within timeframe without non-conformity to the standard of ISO 9001:2015 such as cascading, submission of masterlist & other required documented information and attendance to meetings	Complied dDRC's tasks within timeframe without non-conformity to the standard of ISO 9001:2015	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 1. Percentage of administrative services and financial/ administrative documents acted within time frame	Prepare/compute certification for preparation pay of parttime teachers and submit to OHPLB for payroll preparation	75 Parttime Teachers	Prepared/ computed 103 certification for preparation pay of parttime teachers and submitted to OHPLB for payroll preparation (112+103=215)	287%	5	5	5	5	Jan-Jun= 112 (149%); Jul-Dec= 103 (137%)

		Prepare budgetary requirements of VSU personnel for submission to VSY Budget Office/DBM	1 BP 204 1 Form D Budget Proposal 1 Form F Budget Proposal 1 Comparative Report	1 BP 204 Adjusted 1 Form D Personnel Complement 1 Form F Faculty Profile 1 Form E Time Series 3 Funding Reqs NBC 461/ Filled Positions	100%	5	5	5	5	
		Prepare/submit required reports by CHEDRO8, Ombudsman, PASUC and VSU Offices	30 various reports to be submitted to CHEDRO8, Ombudsman, PASUC and VSU Offices within timeframe	39 (29+39=68)	227%	5	5	5	5	Jan-Jun= 29; Jul-Dec= 39
	PI 2. Efficient & customer-friendly frontline service	Provide customer friendly services related to ODHRM mandates	Zero complaint from clients served	Zero complaint from clients served	100%	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development										
ODHRM GASS 2: Human Resource Management and Development										
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	Prepare publications of vacancies of staff in the absence of in-charge	100% of publications to be prepared in the absence of in-charge	N/A	N/A	N/A	N/A	N/A	N/A	
		Prepare and process appointments and RAI in the absence of in-charge	100% of appointments and RAI to be prepared in the absence of in-charge	N/A	N/A	N/A	N/A	N/A	N/A	

	PI 2. Number of faculty & administrative positions created/ upgraded	Assist in the preparation and submission of necessary documents to DBM	Provide 100% assistance in the preparation and submission of necessary documents to DBM	Provided 100% assistance in the preparation and submission of necessary documents to DBM	100%	5	5	4	4.67	
	PI 3. Number of faculty appointed for permanency	Submit to the BOR through the UAdCo all personnel related actions of APB that needs BOR & UAdCo action	15 faculty members with transmittal of APB action to be submitted for BOR approval through UAdCo	91	607%	5	5	5	5	Target complied in the 1st half of the rating period
	PI 4. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	Prepare ARA of personnel with movements, etc. and submit through GSIS WEBMSP within time frame (NOSA/NOSI/requests etc.)	880 personnel	419 Jan-Jun=940 Jul-Dec= <u>419</u> 1355	154%	5	5	5	5	Accomplishments exceeded the target
		Update IGHRs of CSC and prepare/submit reports of PWD, Accession and Separation of faculty and staff and other required reports to CSC	1 IGHRs COC 12 Accession Reports 12 Separation Reports 12 PWD Reports 2 List of Retirees	1 IGHRs COC 6 Accession Reports 6 Separation Reports 6 PWD Reports	100%	5	5	5	5	1 IGHRs COC 12 Accession Reports 12 Separation Reports 6 PWD
		Update eGMIS monthly, uploading to DBM, downloading of PSIPOP for dissemination and printing for reference	12 Updating 12 Uploading 12 Downloading 12 Printing 12 Disseminating of PSIPOP	6 Updating 6 Uploading 6 Downloading 6 Printing 6 Disseminating of PSIPOP	100%	5	5	5	5	12 Updating 12 Uploading 12 Downloading 12 Printing 12 Disseminating of PSIPOP
		Maintain VSU database of personnel	2	2	100%	5	5	5	5	


		Do other task assigned by supervisor	100% of other task assigned by supervisor to be complied within timeframe	100% complied other task assigned by supervisor within timeframe	100%	5	5	5	5	
Total Over-all Rating									64.3	
Average Rating :									4.95	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING									4.95	
ADJECTIVAL RATING									0	

Evaluated & Rated by:



MIRIAM M. DE LA TORRE
 OIC-Head, OHRSPPR

Date: 01/

Approved by:


HONEY SOFIA V. COLIS
 OIC-Director, ODHRM

Date: _____


DANIEL LESLIE S. TAN
 VP for Admin. and Finance

Date: _____

Comments & Recommendations
 for Development Purposes:
**Responsible & dependable
 employee. Highly
 recommended for promotion.**

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: Luvilla G. Alcober Position: Administrative 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		59/12 = 4.92				

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 : Worthy for promotion!


MIRIAM M. DE LA TORRE
 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: OHRSPPR-ODHRM

Head of Office: MIRIAM M. DE LA TORRE


Number of Personnel:

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		November 22, 2022 (OHRSPPR Staff Meeting)			Coaching and review of duties and responsibilities of OHRSPPR personnel based on office mandates

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

Conducted by:

Noted by:


MIRIAM M. DE LA TORRE
OIC-Head, OHRSPPR


HONEY SOFIA V. COLIS
OIC-Director, ODHRM

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGN ED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
ODHRM STO 1: ISO 9001:2015 aligned documents								
PI 1. Number of quality procedures prepared/revised/implemented	Assist in the implementation of RSP QPs and documented information aligned to ISO 9001:2015 standard	LG Alcober	July to December 2022 (As the need arises)		Complied			
	Act as dDRC of ODHRM: Disseminate newly cascaded documented information from ODQA; maintain/update masterlist of internal documents, masterlist of external documents, quality records matrix and NAP Form 1; facilitate submission of required documents; attend dDRC meetings; etc.	LG Alcober	July to December 2022 (As the need arises)		Complied			
ODHRM GASS 1: Administrative and Support Services Management								
PI 1. Percentage of administrative services and financial/ administrative documents acted within time frame	Prepare/compute certification for preparation pay of parttime teachers and submit to OHPLB for payroll preparation	LG Alcober	July to December 2022 (As the need arises)		Complied			
	Prepare budgetary requirements of VSU personnel for submission to VSY Budget Office/DBM	LG Alcober	July to December (As the need arises)		Complied			
	Prepare/submit required reports by CHEDRO8, Ombudsman, PASUC and VSU Offices	LG Alcober	July to December (As the need arises)		Complied			
PI 2. Efficient & customer-friendly frontline service	Provide customer friendly services related to ODHRM mandates	LG Alcober	July to December (Everyday)		Complied			

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	Prepare publications of vacancies of staff in the absence of in-charge	LG Alcober	July to December (As the need arises)	N/A in-charge was around				
	Prepare and process appointments and RAI in the absence of in-charge	LG Alcober	July to December (As the need arises)	N/A in-charge was around				
PI 2. Number of faculty & administrative positions created/ upgraded	Assist in the preparation and submission of necessary documents to DBM	LG Alcober	July to December (As the need arises)	Complied				
PI 3. Number of faculty appointed for permanency	Submit to the BOR through the UAdCo all personnel related actions of APB that needs BOR & UAdCo action	LG Alcober	July to December (As the need arises)	Complied				
PI 4. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	Prepare ARA of personnel with movements, etc. and submit through GSIS WEBMSP within time frame (NOSA/NOSI/requests etc.)	LG Alcober	July to December (As the need arises)	Complied				
	Update IGHRs of CSC and prepare/submit reports of PWD, Accession and Separation of faculty and staff and other required reports to CSC	LG Alcober	July to December (As the need arises)	Complied				
	Update eGMIS monthly, uploading to DBM, downloading of PSIPOP for dissemination and printing for reference	LG Alcober	July to December (As the need arises)	Complied				
	Maintain VSU database of personnel	LG Alcober	July to December (As the need arises)	Complied				

	Do other task assigned by supervisor	LG Alcober	July to December (As the need arises)		Complied			
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Prepared by:


MIRIAM M. DE LA TORRE
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LUVILLA G. ALCOBER
Performance Rating: July to December 31, 2022

Aim: Further capacitate on RSP & document records control matters

Proposed Interventions to Improve Performance:

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

First Step: Attendance to S-W/conventions on RSP and dDRC.

Result: Well implemented/managed records not only in RSP but whole HR.

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

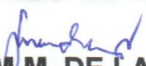
Next Step:

Outcome: _____

Final Step/Recommendation:

Benchmark with other SUCs which are level 3 Prime HRM accredited.

Prepared by:


MIRIAM M. DE LA TORRE
OIC-Head, OHRSPPR

Conforme:


LUVILLA G. ALCOBER
Name of Ratee Faculty/Staff