


COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION  
January-June 2016

Name of Administrative Staff: Lourdes B. Cano

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.85	70%	3.40
2.Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.90  
  
ADJECTIVAL RATING: 0

Prepared by:

  
**LOURDES B. CANO**  
Name of Staff

Reviewed by:

  
**REMBERTO A. PATINDOL**  
Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President

# 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 January 1, 2016 to June 30, 2016.

**LOURDES B. CANO**

Ratee

**REMBERTO A. PATINDOL**

Rater

MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2016	Accomplishments		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administration and Support Services										
OVPAF MFO 1: Human Resource Management & Development										
ODAHRD MFO 1. Administrative & Support Services Management										
PI.1 Efficient & customer friendly frontline service	A1 Satisfied clients due to prompt, efficient and effective service	Entertains faculty & staff needing assistance or services of the office	No complaint	No complaint	100%	5	5	5	5.00	Zero complaint from clients served
PI 2 . No. of administrative services and financial/ administrative documents acted within time frame	A2: Processed financial and personnel related documents	Reviews legality of documents and signs if already in order	6,000 of documents	7,273.00	121.22%	5	5	5	4.67	All documents acted/approved if with in the limit of delegated authority & immediately released
	A3: Membership and secretary in committees/boards	Attends meetings of BAC, APB, NAPB & PMT as member; Edits all APB & NAPB minutes	30 attendance	9 APB 5 NAPB, 9 VSFAC, 27BAC	156.67%	5	5	5	5.00	All assignments complied
	A4: Acting as effective secretary of Scholarship Committee	Prepares minutes, excerpts, referendum & endorsements of the Scholarship Committee	6 minutes 100 excerpts 15referendum 15endorsements	9 minutes 165 excerpts 22referendum 15endorsements	100.00%	5	5	5	5.00	
	A5. Implementing all approved recommendations of APB, NAPB & Scholarship Committee decisions based on approved minutes	Implements all approved personnel related recommendations embodied in approved minutes of meetings	150 APB actions 40 NAPB 150 Scholarship	175 APB actions 54 NAPB 165 Scholarship	115.88%	5	5	5	5.00	APB, 9 NAPB & 16 Scholarship Committee minutes of meetings and its approved recommendations implemented
	A6. SARO & NCA received for filling up of vacant positions	Prepares request for release of funds for salaries of new appointees to former vacant positions	20 SARO 10 NCA	23 SARO 15 NCA	116.67%	5	5	5	5.00	The amount to implement NBC 461 and to pay the salaries of new appointees is not released as part of the budget but to be released together with supporting documents



	A7. NOSCA received for creation of BS Met faculty & staff	Prepares request for creation before APB, then to BOR & with DBM	1 NOSCA creating 4 Faculty & 2 Adm. Aide positions received	1 NOSCA creating 4 Faculty & 2 Adm. Aide positions received	100.00%	5	5	5	5.00	The request was first indorsed by the APB, approved by the President and by the BOR. Request for creation of requested positions was submitted to DBM
PI 3. No. of offices and personnel directly supervised	A8. Leading and directing offices in personnel records & performance evaluation, records & training & development	Provides direction and supervision of units under the office and directly supervises subordinates	3 offices 5 staff	3 5	100.00%	5	5	5	5.00	All offices & personnel directly supervised and mentored
PI 4 Number of manuals submitted for BOR approval	A9: Submitting the prepared manuals for approval by the UADCO & BOR	Submits the prepared manual to the UADCO & BOR	3 manuals (Faculty Manual, Employees Manual & Administrative Manual	3 manuals (Faculty Manual, Employees Manual & Administrative Manual	100.00%	5	5	5	5.00	The three manuals are all approved by the BOR & BOR Resolution already received
PI 5 No. of linkages with external agencies maintained	A10: Linkages with government agencies which the university transacts business maintained	Strengthens the linkages and smooth working relationship with important government agencies	12 linkages	12 linkages	100.00%	5	5	5	5.00	18(CSC Ormoc, CSC Reg., DBM, PASUC National, OPCCB DBM, IATF, CSC Central, Ombudsman, Office of the Governor, CHED region, CHED Central, PMS)
PI 6. Percentage of ad hoc assignments performed	A11: Ad hoc assignments from the Office of the President performed	Chairs the Area III (faculty) for the AAACUP Institutional accreditation	1 meeting attended	1 meeting attended	100.00%	5	5	5	5.00	Chairmanship for Area III (Faculty) for the institutional accreditation committee complied
PI 7. No. of HR best practices/policies/guidelines proposed and introduced	A12: New proposals/guidelines/policies for improved HR management prepared & defended	Prepares HR related proposals	5 proposals	5 HR proposals	100.00%	5	5	5	5.00	
	A13: Presenting VSU best HR practices in outside fora/congresses/workshops	Presents VSU's best practices to outside gatherings of HRMPs	2 outside gatherings	2 outside gatherings	100.00%	5	5	5	5.00	HR Congress on May 6, 2016 in Tacloban City& COPE Training on May 19, 2016 at CSWC Ormoc City
PI.8 Request for creation of new positions & release of funds for newly filled up positions submitted & approved by DBM	A14: Proposals and justifications for creation of positions prepared & defended & request for funds duly prepared and supported with docs	Submits and defends proposal to create Instructor I positions and prepares request with supporting docs for release of funds for newly filled positions	4 Instructor I 2 Administrative Aide positions	4 Instructor I 2 Administrative Aide positions	100.00%	5	5	5	5.00	NOSCA for the 6 positions for the BS Met already received
ODAHRD MFO 2: Compliance to ISO & alignment of HR processes to Quality Management System										
PI. 9 Number of ISO orientations conducted Number of faculty and staff oriented on ISO 9001:2008	A15: Orientations on QMS under ISO 9001:2008 conducted	Conducts orientation of faculty and staff on Quality Management System under ISO 9001:2008	1 orientation 10 participants	1 orientation 11 participants	100.00%	5	5	5	5.00	
PI. 10 Quality Manual submitted to UADCO & to BOR for approval	A16: Quality Manual submitted to UADCO & BOR for approval	Finalizes the Quality Manual & submits to UACO and BOR thru the University Secretary	1 manual	1 manual	100%	5	5	5	5.00	Quality Manual already approved both by UADCO and finally by the BOR




<b>PI. 11</b> Number of Quality Procedures prepared	<b>A17:</b> Draft of quality procedures related to HR management prepared	Writes & prepares initial draft of Quality Procedures of HR related processes	4 QPs	4QPs	100%	5	5	5	5.00	QP for RSP (Faculty); QP for RSP (admin., Staff); Learning & Development (Faculty); Learning & Development (adm. Staff)
<b>PI. 13</b> Membership in the QMS Team	<b>A19:</b> Work assignment as QMS team performed	Attends meetings of the QMS team and conducts writeshops when necessary	2 meetings 2 writeshops	2 meetings 2 writeshops	100%	5	5	5	5.00	2 writeshops for ODAHRD
<b>ODAHRD MFO 3: Compliance to level 2 reaccreditation status under PRIME HRM of CSC</b>										
<b>PI. 14</b> Number of PRIME-HRM areas are prepared for level 2 assessment	<b>A20.</b> Areas ready submitted for assessment under level 2 maturity status	Complies and drives other units and employees comply with remaining requirements for qualification to level 2 maturity status	4 PRIME-HRM areas prepared	2 areas prepared in preparation for CSC assessment	100%	5	5	5	5.00	The documents to evidence compliance to the four areas are displayed at the accreditation center
<b>PI. 15</b> Number of PRIME-HRM areas awarded level 2 maturity status	<b>A21.</b> Qualified areas awarded level 2 maturity status by CSC	Prepares all evidences needed and supervises the preparation and display of these evidences ready for CSC assessment	2 areas to be given CSC award	2 areas received CSC award	100%	5	5	5	5.00	Performance Management and Rewards and Recognition
<b>ODAHRD MFO 4: Compliance to ARTA Report Card Survey</b>										
<b>PI. 16</b> Number of ARTA & Customer Service reorientations conducted	<b>A22.</b> Reorientation on ARTA and Customer Service conducted	Conducts series of reorientation on ARTA and Customer service to pass the ARTA RCS	2 ARTA and Customer Service Re-orientation conducted	2 ARTA and Customer Service Re-orientation conducted & passed the Report Card Survey	100%	5	5	5	5.00	Ping, please provide data
<b>PI.17.</b> Passing the ARTA Report Card Survey	<b>A23.</b> Follow up of VSU 's readiness to surprise ARTA survey	Distributes copies of required posters, updating and posting of citizen's charter, improvement of office physical set-up	40 posters 2 offices monitored 1 citizen's charter revised	80 posters 2 offices monitored 1 citizen's charter revised	200%	5	5	5	5.00	Ping, please provide data
<b>ODAHRD MFO 5: Compliance with CSC HAP</b>										
<b>PI. 18</b> Number of Nomination submitted to CSC	<b>A24.</b> Nominations of deserving and with good competing chance packaged and submitted to CSC	Collects evidences and prepares the nomination write up of the selected employee for nomination, submits to PRAISE & to CSC	2 nominations	3 nominations submitted	150%	5	5	5	5.00	
	<b>A25.</b> Nomination adjudged as regional winner	Repackaged and resubmitted the nomination in accordance with regional guidelines and format	2 nominations to be adjudged regional winners	2 nominees awarded as regional winners	150%	5	5	5	5.00	
<b>ODAHRD MFO 6: Personnel Development Management</b>										

[illegible]



PI.27 Number of appointments processed, reviewed & recorded	A33. All appointments processed, reviewed and recorded	Reviews appointment and supporting documents and signs	200 appointments/ 200 contracts (contractual & part timers) prepared, processed without invalidation & recorded & 500 JO appointments processed & recorded	621 JO appointments processed & recorded 223 regular/casual recorded	100%	5	5	5	5.00	
PI. 28 Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED1	A34. Reports required by regulatory bodies acted and complied	Facilitates preparation, finally reviews, signs and cause its submission	6 RAI, Part I, 6 RAI Part II, 6 Accession, 6 Separation, 6 monthly monitoring, 1 IGHRs, 500 various including CSC & CHED reports, PASUC Reports, 582 Report SALN	6 RAI, Part I, 6 RAI Part II, 6 Accession, 6 Separation, 6 monthly monitoring, 1 IGHRs, 500 various including CSC & CHED reports, PASUC Reports, 582 Report SALN	100%	5	5	5	5.00	
PI. 29 Number of Reports & budgetary requirements requested by OP/Budget Office	A35. All budgetary reports of the university performed	Facilitates preparation, finally reviews, signs and cause its submission	Terminal/gratuity benefits, Step increments budgetary requirement, 2 Manpower Complement, 2 Filled positions & Budgetary requirements, GAD Reports	1 Terminal/gratuity benefits, Step increments budgetary requirement	100%	5	5	5	5.00	
ODAHRD MFO 11: Records and Archives Management										
PI. 30 No. of new accreditation/ archival documents gathered and displayed at Accreditation/Archives Center	A36: Accreditation & archives center management	Provides evidences of additional best HR practices/new HR systems for display at Accreditation Center	4 indexed & bound (ODAHRD); 5 from Records & 4 pictures/certificates framed	4 ODAHRD bound 6 Records & 4 frames	100%	5	5	5	5.00	2 CSC awards, 1 PASUC recognition, 4 certificates as CSC speakers
Average Rating (Total Over-all rating divided by 36)									174.67	
Additional Points:						Comments & Recommendations for Development Purpose:				
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										
Received by:						4.861111111				

Received by:

  
**REDEMPTA A. SORIA**

Planning Office

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

Calibrated by:

  
**REMBERTO A. PATINDOL**

PMT

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

Recommending Approval:

  
**REMBERTO A. PATINDOL**

Vice President

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

Approved by:

  
**EDGARDO E. TULIN**

President

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



# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2016

Name of Staff: LOURDES B. CANO Position: Chief Administrative Officer

**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>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					
Average Score					
5.8					

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



REMBERTO A. PATINDOL
Name of Head



Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LOURDES B. CANO

Performance Rating: O

Aim: To enhance her knowledge of new policies on QMS, AACCUP accreditation, procurement & NBC 461 to enable her to conduct reecho seminar to other VSU employees.

Proposed Interventions to Improve Performance and/or competence and qualification to assume higher responsibilities:

Date: June 30, 2016

Target Date: On or before December 31, 2016

First Step:

1. Send her to attend training on RA 9184, ISO 9001:2015 & AACCUP training

Result: To be submitted in the July-December 31, 2016 IPCR

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

Next Step:

Outcome: NA

Final Step/Recommendation:

NA

Prepared by:



REMBERTO A. PATINDOL  
Unit Head