

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
July - December 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

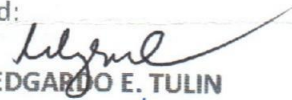
Reviewed by:


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 July 1, 2016 to December 31, 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 ¹	E ²	T ³	A ⁴	
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	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%	5	5	4	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 and 15 minutes edited prior to submission to the Chairpoerson	50 attendance & 14 APB/NAPB minutes edited (9 APB 5 NAPB, 27 BAC)	100.00%	5	5	4	4.67	All assignments complied
	A4: Acting as secretary of Scholarship Committee	Prepares minutes, excerpts, referendum & endorsements of the Scholarship Committee	6 minutes 100 excerpts 15 referendum 15 endorsements	9 minutes 165 excerpts 22 referendum 15 endorsements	125.00%	5	5	5	5	
	A5. Implementing all approved recommendations of APB, NAPB & Scholarship Committee based on approved minutes	Implements all approved personnel related recommendations embodied in approved minutes of meetings	150 APB actions 40 NAPB Scholarship	175 APB actions 54 NAPB 165 Scholarship	125.00%	5	5	5	5	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	2 SARO 2 NCA	2 SARO 2 NCA	100.00%	5	5	5	5	The amount to implement NBC 461 and to pay the salaries of new appointees is For Later Release (FLR) but to be released only after submitting request with copy of new appointments
	A7. NOSCA received for creation of faculty & staff	Prepares request for creation of positions first from before APB, then to UADCO, BOR & with DBM	1 NOSCA creating Faculty & Administrative positions received	2 NOSCA received: 1 creating 4 Faculty & 2 Adm. Aide positions for BS Met & 1 for 110 faculty positions received	200.00%	5	5	5	5	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 personnel	3 offices & 5 personnel and VSU Tolosa Campus	151%	5	5	5	5	Acted as Dean of VSU Tolosa until November 6, 2016
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	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	11 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, OPCCB DBM, NAP, IATF, CSC Central, CHED, PMS)	11 agencies (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, OPCCB DBM, NAP, IATF, CSC Central, CHED, PMS)	100.00%	5	5	5	5	18(CSC Ormoc, CSC Reg., DBM, PASUC National, OPCCB DBM, IATF, CSC Central, Ombudsman, Office of the Governor, CHED region, CHED Central, PMS)

MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2016	Accomplishments		Rating				Remarks
				Actual Accomplishm	Percentage	Q ¹	E ²	T ³	A ⁴	
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 AACUP Institutional accreditation	5 Instl. Accreditation, Member Student Housing Committee, Marketing & Promotion Committee, Revision of VSU Code, CNA Negotiation w/ faculty, Review of CNA Incentive Committee & QMS Team	7 adhoc assignments	140.00%	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	3 ISO orientations faculty & staff	4 ISO orientations	133.33%	5	5	5	5.00	

MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2016	Accomplishments		Rating				Remarks
				Actual Accomplishm	Percentage	Q ¹	E ²	T ³	A ⁴	
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 UADCO 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
PI. 11 Number of Quality Procedures prepared	A17: 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)
PI. 13 Membership in the QMS Team	A19: Work assignment as QMS team performed	Attends meetings of the QMS team and conducts writeshops when necessary	2 meetings writeshops	2 meetings 2 writeshops	100%	5	5	5	5.00	2 writeshops for ODAHRD
ODAHRD MFO 3: Compliance to level 2 reaccreditation status under PRIME HRM of CSC										
PI. 10 Number of additional PRIME-HRM areas ready for assessment for level 2 maturity status	A20: Areas ready submitted for assessment under level 2 maturity status	Prepares & reviews all evidences needed and supervises the preparation and display of these evidences ready for CSC assessment	4 PRIME-HRM areas prepared	4 areas re-audited for assessment	100%	5	5	5	5.00	PMS & RR awarded last February 2016 per December 5 assessment, the four areas recommended for award
ODAHRD MFO 4: Compliance to ARTA Report Card Survey										
PI. 16 Number of ARTA & Customer Service reorientations conducted	A22: 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 Orientation w/ 214 participants	100%	5	5	5	5.00	Conduct orientation on Spt. 1, 2016 w/ 131 participants & November 15, 2016 w/ 83 participants
ODAHRD MFO 5: Compliance with CSC HAP										
PI. 18 Number of Nomination submitted to CSC	A24: 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	3 Bookbound HAP nominations submitted to CSC	3 HAP Nomination	100%	5	5	5	5.00	After Regional Award, 2 HAP write-up was revised and package
ODAHRD MFO 6: Personnel Development Management										

MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2016	Accomplishments		Rating				Remarks
				Actual Accomplishm	Percentage	Q ¹	E ²	T ³	A ⁴	
Pl. 19 No. of in-house trainings/HR interventions conducted/facilitated	A26. In-house trainings, workshops and other HR interventions conducted/facilitated	Conduct and/or facilitates in-house trainings and workshops	5 in-house trainings/ HR interventions conducted 175 participants attended	19 in-house orientations	380.00%	5	5	5	5.00	
Pl 20. No. of requests for expert/resource person services from other agencies as approved by the President served	A27. Expert services as requested by other agencies duly approved by the President served	Acts as resource persons when requested by other agencies	2 CSC trainings	1 CSC Congress, 2 CHED & 2 CPOWLI	250%	5	5	5	5.00	
ODAHRD MFO 8: Number of faculty pursuing advanced research degree program (PhD & MS)										
PI.21 Number of PhD & MS scholars facilitated, monitored & assisted	A28: PhD scholars facilitated, monitored & assisted	Facilitates action on requests/ concerns of scholars for approval by the committee, preparing excerpts, scholarship contracts & renewal of scholarships	40 PhD, 20 MS	61 PhD & 38 MS	153%	5	5	5	5.00	PhD scholars facilitated, contracts & other requirements processed and their needs assisted
PI. 22. No. of scholarship contracts executed within 3 days from receipt of approval	A29: Faculty development requests facilitated	Reviews & gives go signal for final printing and explain to the scholar the provisions of the scholarship contract per paragraph	20 contracts explained to contracting party & signed	29 contracts explained to contracting party & signed	145%	5	5	5	5.00	
PI. 23 % of faculty development related requests endorsed to scholarship committee & awards of attendance prepared	A30: Faculty development requests facilitated	Presents development related requests from faculty for action/recommendation of the Scholarship Committee	165 related request acted by Scholarship Committee	208 related request acted by Scholarship Committee	126%	5	5	5	5.00	


MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2016	Accomplishments		Rating				Remarks
				Actual Accomplishm	Percentage	Q ¹	E ²	T ³	A ⁴	
PI. 24 Number of new HR systems designed & endorsed to higher offices/bodies	A31. New HR systems proposed, designed and implement after approved	Proposes, defends before higher bodies and implements when approved	3 HR Systems	5 HR System	167%	5	5	5	5.00	Merit systems for Faculty; QS for Admin. Staff, Adm. Staff Dev. Program, Competency based recruitment procedures
PI. 25 Number of new best HR practices/innovations introduced and implemented	A32. Innovations & improvement to the existing process proposed and introduced resulting as best practice.	Prepares the draft proposal which is expected to become best practice of VSU	3 HR best practices	4 best practices	133%	5	5	5	5.00	prepared SPMS guidebook, orientation on probationary procedures of head & faculty concerned, training on procurement law & procurement planning workshops
ODAHRD MFO 10: Personnel Records Development & Management Services										
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	211 appointments & 1,034 for JO	106%	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, , 500 various including CSC & CHED reports, PASUC Reports	6 RAI, Part I, 6 RAI Part II, 6 Accession, , 500 various including CSC & CHED	100%	5	5	5	5.00	

MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2016	Accomplishments		Rating				Remarks
				Actual Accomplishm	Percentage	Q ¹	E ²	T ³	A ⁴	
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	1 Manpower Complement, 2 Filled positions & Budgetary requirements	2 Manpower Complement, 2 Filled positions & Budgetary	133%	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	39 ODAHRD bound 6 Records & 4 frames	300%	5	5	5	5.00	
									160.00	
Average Rating (Total Over-all rating divided by 33)			4.85							
Additional Points:										Comments & Recommendations for Development Purpose:
Punctuality		XX								
Approved Additional points (with copy of approval)		XX								
FINAL RATING			4.85							
ADJECTIVAL RATING			Outstanding							
										4.861111111

Received by:


REDEMPTA A. SORIA
 Planning Office
 Date: _____

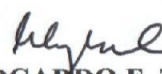
Calibrated by:


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: July - December 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/She 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	5.0				

Overall recommendation : _____


 REMBERTO A. PATINDOL
 Name of Head