



## 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	4.97	70%	3.479
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.979

TOTAL NUMERICAL RATING: 4.979

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.979

FINAL NUMERICAL RATING 4.979

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
**HONEY SOFIA V. COLIS**  
OIC- Director, ODHRM

Recommending Approval:


  
**DANIEL LESLIE S. TAN**  
VP, Administration & Finance


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 targets in accordance with the indicated measures for the period January 1 to June 30, 2022.

 7/12/22  
**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 Jan 1 - Jun 30, 2022		Rating				Remarks
				Actual Accomplishment	Percentage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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		N/A	N/A	N/A	N/A	For 2nd semester
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	5	5	5	



	<b>PI 2.</b> Percentage operationalization of HRMIS on Payroll	Expedite operationalization of HRMIS on Payroll	60%	10%	33%	5	4	4	4	
	<b>PI 3.</b> 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%	50%	100%	5	5	5	5	
<b>UMFO6: General Administrative and Support Services (GASS)</b>										
<b>VPAF GASS 1: Administrative and Support Services Management</b>										
<b>ODHRM GASS 1: Administrative and Support Services Management</b>										
	<b>PI 1.</b> 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	
	<b>PI 2.</b> Number of linkages with external agencies maintained	Maintain linkages with external agencies	12	12	100%	5	5	5	5	CSC Region8, CSC WLC, GSIS Maasin, GSIS CO, DBM Region 8, COA, Ombudsman 8, PASUC Zonal Center, CHED IAS, SSS, PAG-IBIG, LGU
	<b>PI 3.</b> Number of offices and units directly supervised, monitored and coordinated	Supervise/monitor/coordinate offices and units	4	4	100%	5	5	5	5	
	<b>PI 4.</b> Number of major university committees assignment served	Serve major university committees assignment	6	10	100%	5	5	5	5	APB, NAPB, VFSC, VASC, NBC 461 CCE, NBC 461 QCE, CART, PMT, OSH, SALN Review Comm., SIAC

	<b>PI 5.</b> Efficient & customer-friendly frontline service	Lead in the provision of efficient & customer-friendly frontline services	Zero Complaint	Zero Complaint	100%	5	5	5	5	
<b>VPAF GASS 2: Human Resource Management and Development</b>										
<b>ODHRM GASS 2: Human Resource Management and Development</b>										
	<b>PI 1.</b> 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	
	<b>PI 2.</b> 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	
<b>ODHRM GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement system and processes</b>										
	<b>PI 1.</b> Percentage of validated and approved appointments by CSC	Ensure submission of complete and approved appointments to CSC	100% (300/300)	100% (232/300)	100%	5	5	5	5	
	<b>PI 2.</b> Number of applicable vacant positions filled-up within prescribed period	Ensure filling up of applicable vacant positions within prescribed period	50	47	100%	5	5	5	5	Permanent:18 Admin: M=9, F=9 Temporary: 17 Admin: M=4 Faculty: M=8; F=5 Casual: 10 M=4; F=6 Cont'l: 2 M=2
	<b>PI 3.</b> Number of faculty & administrative positions created/ upgraded	Ensure creation and upgrading of faculty & administrative positions	10	N/A						Proposal to be submitted by July.
	<b>PI 4.</b> Number of faculty appointed for permanency	Ensure appointment of qualified faculty for permanency	15	91	100%	5	5	5	5	
	<b>PI 5.</b> Number of JO/Parttime contracts processed	Ensure processing of JO/Parttime contracts	1000	651	100%	5	5	5	5	



	<b>PI 6.</b> Percentage of personnel service records maintained	Ensure updating and maintenance of personnel service records	100% (720/720)	100% (720/720)	100%	5	5	5	5	
	<b>PI 7.</b> Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	Ensure updating and maintenance of HR eSystems of DBM/GSIS/CSC	3	3	100%	5	5	5	5	
<b>ODHRM GASS 2.2: Efficient and effective implementation of the L&amp;D systems, policies and processes</b>										
	<b>PI 1.</b> No. of In-house L&D activities planned, conducted/facilitated & reports prepared	Ensure conduct of In-house L&D activities as planned	24	13	100%	5	5	5	5	
	<b>PI 2.</b> Percent increase VSU employees trained/developed of last year	Ensure development of VSU employees	15% increase of last year	628	100%	5	5	5	5	
	<b>PI 3.</b> 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	379	100%	5	5	5	5	Faculty: 299 Admin Staff: <u>80</u> 379
	<b>PI 4.</b> 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	9	72%	5	5	5	5	Faculty: MS =5 PhD= <u>3</u> 8 Admin: MS=1

	<b>PI 5.</b> Number of VSU Scholars monitored	Ensure monitoring of VSU Scholars	70	126	100%	5	5	5	5	Ongoing Scholars: MS = 69 <u>PhD= 49</u> 118 Finished Graduate Studies: MS =3 <u>PhD=5</u> 8
	<b>PI 6.</b> Number of requests on sabbatical leave for faculty facilitated	Ensure facilitation of requests on sabbatical leave for faculty facilitated	5	4	100%	5	5	5	5	
<b>ODHRM GASS 2.3: Efficient and effective implementation of the Performance Management and Rewards and Recognition systems, policies and processes</b>										
	<b>PI 1.</b> Percentage of received IPCRs reviewed and validated	Ensure review and validation of received IPCRs	100%	100%	100%	5	5	5	5	
	<b>PI 2.</b> Number of report of performance rating prepared and submitted to higher offices	Ensure submission of report of performance rating to higher offices	3	2	100%	5	5	5	5	
	<b>PI 3.</b> Number of evaluation of JO performance tabulated	Ensure tabulation of evaluation of JO performance	1,000	558	100%	5	5	5	5	
	<b>PI 4.</b> Number of report on comments and recommendations for development purposes	Ensure of report on comments and recommendations for development purposes	1	N/A						For 2nd semester
	<b>PI 5.</b> Number of university employees awarded after rigid screening during anniversary celebrations	Ensure rigid screening of university employees for awards during anniversary celebrations	20	65	100%	5	5	5	5	
	<b>PI 6.</b> Number of employees given loyalty award	Ensure employees given loyalty award	50	N/A						For 2nd semester


	<b>PI 7.</b> 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	12	100%	5	5	5	5	Individual Category (PLB): Dr. A. Tulin-PLB Group Category (PLB): Stewards of the Seas Individual (Pag-asa): Dr. C. Gabrillo Group (Pag-asa): VSU ICT Catalysts
	<b>PI 8.</b> 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%	5%	100%	5	5	5	5	
<b>ODHRM GASS 2.4: Efficient and effective Implementation of the Payroll and Leave Benefits systems, policies and processes</b>										
	<b>PI 1.</b> 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%	50%	100%	5	5	4	5	
	<b>PI 2.</b> Number of terminal leave benefits processed	Ensure processing terminal leave benefits	15	19	100%	5	5	5	5	
	<b>PI 3.</b> Number of payroll for salary and wages, honoraria, RATA, etc. processed within prescribed period	Ensure processing of payroll for salary and wages, honoraria, RATA, etc.	300	383	100%	5	5	5	5	



[illegible]




Evaluated & Rated by:

  
**DANIEL LESLIE S. TAN**  
VP for Admin. and Finance

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

Approved by:

  
**EDGARDO E. TULIN**  
President

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

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

Comments & Recommendations  
for Development Purposes:

*Attend trainings &  
pursue edumne  
studies.*



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2022

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

**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 : Satisfactory



**DANIEL LESLIE S. TAN**  
Printed Name and Signature  
Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

<input checked="" type="checkbox"/>	1st	Q U A R T E R
<input checked="" type="checkbox"/>	2nd	
<input type="checkbox"/>	3rd	
<input type="checkbox"/>	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		OPAF DIRECTORS QUARTERLY MEETING			
Coaching		OPAF DIRECTORS QUARTERLY MEETING			

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: Ms. Honey Sofia V. Colis

Performance Rating: January-June 2022

Aim: To strengthen/improve the supervisory and leadership skills of HRM Heads of Offices.

Proposed Interventions to Improve Performance:

Date: January 2, 2022 Target Date: April 2022

First Step:

Request approval to conduct Supervisory Dev. Course (SDC) at VSU .

Result:

CSC Reg. 8 approved and had scheduled a SDC at VSU on Sept. 14-17, 2022.

Date: July 1, 2022 Target Date: Sept 14-17, 2022  
~~Aug. 15-19, 2022~~

Next Step:

To recommend Ms. Colis and other heads of offices under HRM to participate in the SDC.

Expected Outcome: Enhanced supervisory and leadership competencies of HRM officers

Final Step/Recommendation:

Participation in the SDC on Sept. 14-17, 2022.

Prepared by:

  
**DANIEL LESLIE S. TAN**  
Unit Head

Conforme:

  
**HONEY SOFIA V. COLIS**  
Name of Ratee Faculty/Staff