



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	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.94

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

LUVILLA G. ALCOBER

Name of Staff

MIRIAM M. DE LA TORRE

Department/Office Head

Recommending Approval:

HONEY SOFIA V. COLIS

Dean/Director

Approved:

DANIEL LESLIE S. TAN

Vice President

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MIRIAM M. DE LA TORRE, OIC-Head, Recruitment, Selection, Placement and Personnel Records Office, 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-December 31, 2023.

Approved:


MIRIAM M. DE LA TORRE
 OIC-Head, RSPPRO

4-Jul-23
 Date


HONEY SOFIA V. COLIS
 Director, HRMO

JUL 10 2023
 Date

Appointment/Status	Position Title	Number
Director/Regular	Admin. Officer V	1
OIC Head/Regular	Admin. Officer III	1
Regular	Admin. Officer II	1
Regular	Admin. Aide IV	2
Casual	Admin. Aide III	1
JO	Admin. Aide I	4
Total		10

Rating Equivalents:
 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory
 2 - Fair



MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan-Jun 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 Aligned Documents									
HRMO STO 1: ISO 9001:2015 Aligned Documents									
	PI 1. Number of quality procedures prepared/maintained that are aligned and compliant to ISO 9001:2015 standard	HRMO Director, Unit Head and Staff	2	2	5	5	5	5	
	PI 2. Percentage compliance of HRM practices to ISO 9001:2015 standards	HRMO Director, Unit Head and Staff	100% compliant	100% compliant	5	5	5	5	
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									
	PI 1. Number of HR Information Systems continually improved and implemented	HRMO Director, Unit Head and Staff	3	3	4	5	5	4.67	RSP admin, RSP Faculty and PDS
	PI 2. 100% of faculty and staff with licensure notified for renewal of PRC or Bar Identification card	HRMO Director, Unit Head and Staff	100%	100%	5	5	5	5	OP MC No. 94, s 2023, June 14, 2023
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
HRMO GASS 1: Administrative and Support Services Management									

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan-Jun 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 1. Percentage of administrative documents acted within time frame	HRMO Director, Unit Head and Staff	100%	100%	5	5	5	5	Service Record - 480 Certificate of Employment- 563 Cert. of Leave W/o Pay - 98 APB Resolutions - 206 NAPB Resolutions - 193
	PI 2. Number of linkages with external agencies maintained	HRMO Director, Unit Head and Staff	11	12	5	5	5	5	CSC RO8, CSC WLC, GSIS Maasin, GSIS Central Office, DBM RO8, COA, Ombudsman RO8, PASUC Zonal Center, PASUC National, CHED RO8, PAG-IBIG Ormoc, SSS Ormoc
	PI 3. Number of staff directly supervised, monitored and coordinated	HRMO Director and Unit Head	7	10	5	5	5	5	
	PI 4. Number of major university committees assignment served	HRMO Director, Unit Head and Staff	4	4	5	5	5	5	APB, NAPB, NBC 461 Local Evaluation Committee, GAD, and other Accreditation Committees
	PI 5. Efficient & customer-friendly frontline service	HRMO Director, Unit Head and Staff	Zero Complaint (addressed feedback, if applicable)	Zero Complaint	5	5	5	5	One (1) Positive Feedback with Suggestion
HRMO GASS 2: Efficient and effective Human Resource Management and Development									
	PI 1. Percentage compliance on PRIME-HRM Level II Standards, Policies & Practices	HRMO Director, Unit Head and Staff	100% compliant	100% compliant	4	5	5	4.67	
HRMO GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement and Personnel Records System and Processes									
	PI 1. Percentage of validated and approved appointments by CSC	HRMO Director, Unit Head and Staff	100% (250/250)	100% (164/164)	5	5	5	5	
	PI 2. Number of applicable vacant positions filled-up within prescribed period	HRMO Director, Unit Head and Staff	40	65	5	5	4	4.67	
	PI 3. Number of proposals pertaining to abolition and creation of positions submitted to DBM	HRMO Director, Unit Head and Staff	2	2	5	5	5	5	
	PI 4. Number of faculty appointed for permanency	HRMO Director, Unit Head and Staff	5	12	5	5	5	5	
	PI 5. Number of JO/Parttime contracts processed	HRMO Director, Unit Head and Staff	800	829	5	5	5	5	Parttime=79 JO=750

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31, 2023)	Actual Accomplishments (Jan-Jun 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 6. Percentage of personnel service records maintained	HRMO Director, Unit Head and Staff	100% (700/700)	100% (1000/1000)	5	5	5	5	
	PI 7. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	HRMO Director, Unit Head and Staff	4	4	5	5	5	5	
		Total Over-all Rating							84
		Average Rating							4.94
		Adjectival Rating							O

Received by:



TONI MARC L. DARGANTES

Planning Office

Date: JUL 11 2023

Calibrated by:

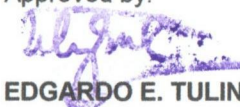


DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 11 2023

Approved by:



EDGARDO E. TULIN

University President

Date: JULY 12, 2023

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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Luvilla G. Alcober, of the Office of the Head of RSPPRO, 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 to December 31, 2023.


LUVILLA G. ALCOBER
 Ratee

Approved:


MIRIAM M. DE LA TORRE
 OIC-Head, RSPPRO

MFOs/ PAFs	Success Indicator	Tasks Assigned	Target Jan 1 - Dec 31, 2023	Accomplishment (January-June 2023)		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										
HRMO 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 and compliance to ISO 9001:2015 standard	2 RSP QPs	2 RSP QPs	100%	4	5	5	4.67	

		Act as dDRC of HRMO: 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 and compliant to the standard of ISO 9001:2015 such as but not limited to cascading, submission of masterlist & other required documented information and attendance to meetings	100% of dDRC's tasks to be complied within timeframe and compliant to the standard of ISO 9001:2015	100%	5	5	5	5	
UMF06: General Administrative and Support Services (GASS)										
VPAF GASS 1: Administrative and Support Services Management										
HRMO GASS 1: Administrative and Support Services Management										
	PI 1. Percentage of administrative documents acted within time frame	Prepare/compute certification for preparation pay of parttime teachers and submit to PLBO for payroll preparation	150 Parttime Teachers	79 Parttime Teachers	100%	5	5	5	5	
		Prepare budgetary requirements of VSU personnel for submission to VSU Budget Office/DBM	1 BP 204 1 Form D Budget Proposal 1 Form F Budget Proposal 1 Comparative Report 1 Form E Time Series	1 BP 204 1 Form D Budget Proposal 1 Form F Budget Proposal 1 Comparative Report 1 Form E Time Series	100%	5	5	5	5	
		Prepare/submit required reports by CHEDRO8, Ombudsman, PASUC and VSU Offices	50 various reports to be submitted to CHEDRO8, Ombudsman, PASUC and VSU Offices within timeframe	36 various reports to be submitted to CHEDRO8, Ombudsman, PASUC and VSU Offices within timeframe	100%	5	5	5	5	
	PI 2. Efficient & customer-friendly frontline service	Provide customer friendly services related to HRMO mandates	Zero complaint from the clients served	Zero complaint from the clients served	100%	5	5	5	5	

VPAF GASS 2: Human Resource Management and Development										
HRMO GASS 2: Human Resource Management and Development										
HRMO GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement system and processes										
	PI 1. 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	Provide 100% assistance in the preparation and submission of necessary documents to DBM	100%	5	5	5	5	
	PI 2. Number of faculty appointed for permanency	Submit to the BOR through the UAdCo all personnel related actions of APB that needs BOR & UAdCo action	10 faculty members with transmittal of APB action to be submitted for BOR approval through UAdCo	Faculty=34 Admin=3	100%	4	5	5	4.67	
	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.)	1000 personnel	853	100%	5	5	5	5	
		Maintain/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 PWD Reports	1 IGHRs COC 6 Accession Reports 6 Separation Reports 2 PWD Reports	100%	5	5	5	5	
		Maintain/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	
		Maintain/update VSU database of personnel	1	1	100%	5	5	5	5	

		Do other task assigned by supervisor	100% of other task assigned by supervisor to be complied within timeframe	100% of other task assigned by supervisor to be complied within timeframe	100%	4	5	5	4.67	
Total Over-all Rating									64	
Average Rating :									4.92	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING									4.92	
ADJECTIVAL RATING									0	

Evaluated & Rated by:



MIRIAM M. DE LA TORRE
 OIC-Head, RSPPRO

Date: 21 JUL 2023

Approved by:


HONEY SOFIA V. COLIS
 Director, HRMO

Date: 21 JUL 2023


DANIEL LESLIE S. TAN
 VP for Admin. and Finance

Date: 21 JUL 2023

Comments & Recommendations
for Development Purposes:

*Knows the job.
Send to leadership/
supervisory skills
training.*

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 to June 30, 2023

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		60/12 = 5.0				

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

: *Should be considered for promotion. Capable to handle ^{headship to} one of the four (4) core HR areas*

Miriam M. De La Torre 12 1 JUL 2023

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: RSPPRO-HRMO

Head of Office: MIRIAM M. DE LA TORRE

Number of Personnel: 4 (L. Alcobar, J. Jayme, M. Semille, CM Vilban)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	✓	✓			
Coaching		January 20, 2023 (HRMO Staff Meeting)			Review of office mandates and workshop on HRMO planning documents.

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

Conducted by:

Noted by:

Miriam M. de la Torre 21 JUL 2023
MIRIAM M. DE LA TORRE
 OIC-Head, RSPPRO

Honey Sofia V. Colis 21 JUL 2023
HONEY SOFIA V. COLIS
 Director, HRMO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LUVILLA G. ALCOBER
Performance Rating: January 1 to June 30, 2023

Aim: Capacitating HR skills

Proposed Interventions to Improve Performance: Send to training/S-W/Conventions

Date: January 1, 2023 Target Date: June 30, 2023

First Step:

Result: Able to discharge HR functions even w/ less supervision

Date: January 1, 2023 Target Date: June 30, 2023

Next Step: Exposure to supervisory/leadership task

Outcome: Was able to handle short periods DICship functions of HR offices without problem and offices ~~then~~ operations ran smoothly.

Final Step/Recommendation:

For leadership consideration in one of the HR offices

Prepared by:

MIRIAM M. DE LA TORRE 21 JUL 2023
OIC-Head, RSPPRO

Conforme:

LUVILLA G. ALCOBER 21 JUL 2023
Name of Ratee Faculty/Staff