



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **DR. LOURDES B. CANO**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.96                    | 70%                      | 3.47                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 5                       | 30%                      | 1.5                                     |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.97</b>                             |

TOTAL NUMERICAL RATING: 4.97

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.97

FINAL NUMERICAL RATING 4.97

ADJECTIVAL RATING: 0

Prepared by:

  
**LOURDES B. CANO**  
Name of Staff

Reviewed by:

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

Approved:

  
**REMBERTO A. PATINDOL**  
VP for Admin. & Finance

**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 to June 2020

**LOURDES B. CANO**  
Ratee

**REMBERTO A. PATINDOL**  
Rater

| MFO/PAPS   | Success Indicators   | Task Assigned  | Target Jan. -<br>December 2020  | Accomplishments   | Rating         |                |                |                | Remarks   |
|--|--|--|---|---|----------------|----------------|----------------|----------------|---|
|  |  |  |   | Actual Accomplishment   | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |   |
| UMFO5. SUPPORT TO OPERATIONS   |  |  |   |   |                |                |                |                |   |
| OVPAF MFO 1: ISO aligned management and administrative support services  |  |  |   |   |                |                |                |                |   |
| ODAHRD MFO 1: ISO aligned Personnel Records Development & Management Services  |  |  |   |   |                |                |                |                |   |
| PI. 2 Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED and budgetary documents requested by OP/Budget Office      | A1. All required reports from outside agencies reviewed and submitted to appropriate offices | Reviews required budgetary reports, signs if already in order and cause its submission | 100% of required reports  | 100% of required reports submitted                                      | 5              | 5              | 5              | 5              | Includes answer to complaint letters to PAC of Malacanang; 1 to CHED & 1 to CSC 888 thru CSC WLSO |
| PI. 3 Percentage updating and uploading of e-GMIS to DBM and Personnel Information System updating completed                     | A2: Percentagr of e-GMIS of DBM & e-GHRS of CSC updated and uploaded on prescribed period    | Reviews updated e-GMIS and e-GHRS and approves its uploading if already in order       | Two (2) systems 100% updated and uploaded (eGMIS of DBM & eGHRS of CSC) | Two (2) systems 100% updated and uploaded (eGMIS of DBM & eGHRS of CSC) | 5              | 5              | 5              | 5              | 6 eGMIS updated & uploaded to DBM eGHRIS of CSC updated & uploaded                                |
| ODAHRD MFO. 2: ISO aligned Records and Archives Management   |  |  |   |   |                |                |                |                |   |
| PI. 5 Percentage of required HR accreditation evidences under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC team | A 3 No. of new accreditation documents gathered and displayed at HR Accreditation Center     | Provides new evidences to qualify for level 3 under RSP                                | 6 new evidences under Prime HRM level 3 for RSP                         | 6 new evidences under Prime HRM level 3 for RSP                         | 5              | 5              | 5              | 5              | MSP for Admin.; MSP for Faculty; SPMS, PRAISE; L & D for Faculty; L & D for Admin.                |



|  |   |  |  |  |   |   |   |       |   |
|--|---|--|--|--|---|---|---|-------|---|
| PI.6 Percentage of evidences to comply with existing RSP quality procedures kept intact and readily available to Auditor | A.4 Existing HR evidences at the accreditation Center updated and became source of documents during accreditations and benchmarking by outside agencies | Supervises staff in charge per HR area in updating HR documents on display at the Accreditation Center | 100% of the HR evidences updated           | 100% of the HR evidences updated                             | 4 | 5 | 5 | 4.667 | Updating could not go beyond target due to the HRIS encoders using the HR Accreditation Center as their work place. |
| <b>ODAHRD MFO. 3: ISO 9001:2015 aligned documents</b>  |   |  |  |  |   |   |   |       |   |
| PI.7 Number of quality procedures revised/updated  | A.5 Existing Quality Procedures revised/updated   | Reviews & edits all revised/updated quality procedures initiated by process owners                     | 14 HR QPs, 2 Planning QPs                  | 16 QPs (7 L & D; 1 PM; 2 RSP; 1 R & R; 3 Records 2 Planning) | 5 | 5 | 5 | 5     | All these QPs paved the way why HR and Planning clauses passed the stage 2 audit                                    |
| <b>ODAHRD MFO. 5: FOI aligned compliance and reporting requirements</b>  |   |  |  |  |   |   |   |       |   |
| PI. 11 Percentage compliance of reporting requirements in accordance with FOI Manual                                     | A6 Percentage compliance to the requirements of the FOI law   | Complies with what is required by PCOO   | 1 new document required                    | 1 document as required by PCOO                               | 5 | 5 | 5 | 5     | 1page FOI Manual  |
| <b>UMFO 6: General Administration Support Service</b>  |   |  |  |  |   |   |   |       |   |
| <b>OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT</b>  |   |  |  |  |   |   |   |       |   |
| <b>ODAHRD MFO 6: Administrative and support services Management</b>  |   |  |  |  |   |   |   |       |   |
| PI. 12 Efficient & customer friendly frontline service implementing the new norm   | A7 Satisfied clients due to prompt, efficient and effective service   | Entertains faculty & staff needing assistance or services of the office                                | Zero percent complaint from clients served | Zero percent complaint from clients served                   | 5 | 5 | 5 | 5     | for whole year  |
| PI. 13 Number of administrative services and financial/ administrative documents acted within time frame                 | A8: Processed financial and personnel related documents   | Reviews legality of documents and signs if already in order  | 3,000 of documents                         | 3876 documents acted   | 5 | 5 | 5 | 5     |   |

|  |  |   |  |   |   |   |   |   |   |
|--|--|---|--|---|---|---|---|---|---|
|  | <b>A9:</b> Clients seeking consultation services served and satisfied  | Entertains clients for consultation services  | 60 clients' consultation   | 80 clients' consultation  | 5 | 5 | 5 | 5 | 56 face to face consultation with 6 pre-retirement counselling & 18 phone consultations entertained |
|  | <b>A10:</b> Offices under the division and all staff supervised, led and directed to ensure attainment of mandated functions and targeted outputs attained | Provides direction and supervision of units under the office and directly supervises subordinates   | 3 offices<br>6 staff   | 3 offices<br>6 staff  | 5 | 5 | 5 | 5 | 16 staff meetings; 4 coaching & mentoring sessions  |
|  | <b>A11:</b> APB, NAPB, VSFCAS & VASC minutes reviewed and edited   | Reviews and edits the draft minutes, referendum and excerpts of the four personnel committees and if already in order forms, signs as member of said committees | 6 APB, 6 NAPB minutes, 6 VSFC Academic minutes, 20 VSFC Academic referendum 20 indorsements 200 VSCFAS excerpts 6 VSAS minutes | 7 APB, 10 NAPB, 8 VSFC-AS, 6 UADCO, 2 VASC, 3 QS Star, 2 PMT, 2 SPMS, 1 ISO,  | 5 | 5 | 5 | 5 |   |
| <b>PI. 14</b> No. of linkages with external agencies maintained                    | <b>A12:</b> Linkages with government agencies which the university transacts business maintained   | Strengthens the linkages and smooth working relationship with important government agencies   | 12 linkages  | 1 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, IATF, CSC Central, CHED, Ombudsman, GSIS, Cash, LBP, BOT, PhilGEPS, NAP & Cebu City Hall, NAP Cebu) | 5 | 5 | 5 | 5 |   |
| <b>PI.15</b> No. of council/board/committee assignments served/functions performed | <b>A13:</b> Personnel Board/Committee functions and assignments performed  | Performs functions, attends or sends representatives meetings of the Personnel Boards and Committees and prepares proposals as required for deliberation        | 2 Personnel Boards (APB & NAPB)<br>2 Scholarship Committees (Academic & Administrative)<br>1 PMT<br>1 PRAISE                   | 2 Personnel Boards (APB & NAPB)<br>2 Scholarship Committees (Academic & Administrative)<br>1 PMT<br>1 PRAISE  | 5 | 5 | 5 | 5 | Meetings starting May and June were done virtually thru Google meet                                 |



|  |   |  |   |   |   |   |   |   |
|--|---|--|---|---|---|---|---|---|
| PI.16 No. of HR activities and interventions implemented during PSC celebration subject to Covid-19 provisions   | A14: HR activity conducted to celebrate the PSC anniversary subject to health protocols under the new normal                        | Reviews and recommends the proposed activity and supervises preparations and actual implementation   | 1 HR activity conducted in September  |   |   |   | 0 | for the second half of the year only  |
| <b>ODAHRD MFO 7: PRIME-HRM compliant Recruitment, Selection &amp; Placement</b>  |   |  |   |   |   |   |   |   |
| PI. 17 No. of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared & posted in bulletin boards, website & social media | A15. Publications of vacant administrative positions posted in the CSC bulletin of vacant positions, in website and bulletin boards | Reviews the draft publication announcement, submits to CSC, and cause posting in website and bulletin boards   | 100% of all vacant positions for posting posted at the CSC bulletin, at the website and bulletin boards | 100% of all vacant positions for posting posted at the CSC bulletin, at the website and bulletin boards | 5 | 5 | 5 | 5<br>25 publications posted at the cSC Bulletin of Vacancies, VSU website & bulletin boards |
|  | A16. Vacancy announcements from academic departments and units reviewed, finalized and signed and a copy posted at the website      | Reviews the vacancy announcements to ensure the competency requirements are indicated, signs, returns a copy to the department for their talent sourcing and have a copy posted at the website | 100% of all draft vacancy announcements reviewed, signed and posted at the website and bulletin boards  | 100% of all draft vacancy announcements reviewed, signed and posted at the website and bulletin boards  | 5 | 5 | 5 | 5<br>100 vacancy postings of vacant faculty positions & parttimers reviewed and signed      |

|  |  |  |   |   |   |   |   |       |  |
|--|--|--|---|---|---|---|---|-------|--|
| <b>PI.18</b> Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared | <b>A17.</b> Applicants to vacant administrative positions initially screened, interview/evaluated and comparative assessments prepared | , Reviews shortlisting of applicants, conducts screening , interview skills examination and reviews all comparative assessments and recommends top ranking applicant | 100% of comparative assessment reviewed and top ranking qualified applicant recommended for appointment | 100% of comparative assessment reviewed and top ranking qualified applicant recommended for appointment | 5 | 5 | 4 | 4.667 | Interview and skills tests were done virtually through Googlemeet & messenger starting May |
| <b>PI.19</b> Number of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President                       | <b>A18.</b> Ranking of applicants to faculty positions reviewed and evaluated as to compliance of all HR policies and processes of VSU | Reviews ranking of faculty applicants submitted by Department Personnel Committees to ensure compliance to HR policies and processes                                 | 100% of ranking and recommendations for faculty positions reviewed                                      | 100% of ranking and recommendations reviewed  | 5 | 5 | 5 | 5     |  |
| <b>PI.20</b> Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed                 | <b>A19.</b> All appointments processed, reviewed and recorded without invalidation   | Reviews appointment and supporting documents and signs, if in order  | 100% appointments processed with zero invalidation  | 100% of 327 appointments issued and submitted to CSC without invalidation                               | 5 | 5 | 5 | 5     | All appointments issued by the university were approved with zero invalidation by CSC      |
|  | <b>A20.</b> Report of Appointments Issued submitted to CSC together with a issued Appointments and post audited by CSC                 | Facilitates preparation, finally reviews, signs and causes its submission to CSC   | 6 RAI, Part I<br>6 RAI Part II  | All 62 RAI issued received by CSC without any findings from CSC   | 5 | 5 | 5 | 5     | All reports of appointments issued (RAI) submitted before the deadline set by CSC          |
| <b>ODAHRD MFO 8: PRIME-HRM compliant Performance Management System services</b>  |  |  |   |   |   |   |   |       |  |

|   |  |  |  |   |   |   |   |              |  |
|---|--|--|--|---|---|---|---|--------------|--|
| <b>PI. 21</b> Percentage submission of IPCRs followed up and received IPCRS reviewed and report of IPCR ratings submitted to PMT for immediate action   | <b>A21.</b> IPCR targets and ratings submission monitored and actual submission received             | Monitors status of OPCR and IPCR submissions and provides guidance and provides support to in charge and assist in imposing submission by offices and departmets                     | 100% submission of IPCR  | 100% submission of IPCR   | 5 | 5 | 4 | <b>4.667</b> |  |
| <b>ODAHRD MFO 9: PRIME-HRM aligned Learning and Development Services</b>  |  |  |  |   |   |   |   |              |  |
| <b>PI. 22</b> No. of in-house trainings/webinars/HR interventions/ workshops conducted/facilitated implementing the new norm  | <b>A22.</b> In-house trainings/webinars/H R interventions conducted/facilitated under the new normal | Supervises/facilitates implementation of webinars/HR interventons  | 3 in-house trainings/ HR interventions conducted   | 4 in-house trainings/ HR interventions conducted  | 5 | 5 | 5 | <b>5</b>     |  |
| <b>PI.23</b> Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted   | <b>A23: Faculty and staff</b> scholarship (new/renewal) facilitated, monitored & assisted            | Prepares contract for new scholars and monitors submission of progress reports of existing scholars for the renewal of their scholarship   | 10 new scholars existing scholars (88 PhD, 57 MS)  | 10 new scholars existing scholars (88 PhD, 57 MS)   | 5 | 5 | 5 | <b>5</b>     |  |
| <b>PI. 24</b> Percentage of faculty/staff development related requests acted by scholarship committee, requests to present paper or to attend conference abroad facilitated for action by CHED & BOR & awards of attendance to approved requests prepared | <b>A24:</b> Requests for faculty development   | Submits requests of faculty for attendance to training/for a/conferences to the scholarship committee for recommendation to the President and prepares excerpts of approved requests | 3 scholarship/ assistantship 150 attendance to trainings/for a/etc. 1 sabbatical leave/secondment, certification study leave | Prepared & process: 166 request 4 Proposal 13 Recommendation for BOR (6 Sabbatical Leave, 4 VSFC-AS Proposal & 3 Travel abroad) | 5 | 5 | 5 | <b>5</b>     |  |



|  |  |   |   |   |   |   |   |       |  |
|--|--|---|---|---|---|---|---|-------|--|
|  | <b>A25.</b> Functions as secretary of Academic Scholarship Committee performed             | Prepares minutes, excerpts, referendum & endorsements of the Academic Scholarship Committee   | 6 minutes<br>150 excerpts<br>20 referendum<br>20 endorsements                     | 8 Minutes<br>38 Referendum<br>38 Endorsement<br>166 Excerpts                      | 5 | 5 | 4 | 4.667 |  |
| <b>PI. 25</b> No. of scholarship contracts prepared, provisions of the contract explained to faculty and contract finally executed within 3 days                                 | <b>A26.</b> Scholarship Contracts executed within 3 days from receipt of approval          | Reviews draft scholarship contract, gives go signal for final printing and invites scholar for one on one explanation of the provisions of the ontract and signs as witness | 3 contracts   | 4 study leave contracts, 6 Sabbatical Leave                                       | 5 | 5 | 5 | 5     |  |
| <b>PI. 26</b> Number of proceedings of conducted trainings/orientations/ workshops prepared  | <b>A26.</b> Number of proceedings of previously conducted trainings/seminars revciewed     | Gathers all presentations/outputs/pictures and transcribes deliberations and prepare over all proceedings per activity  | 3 proceedings prepared/finalized  | 3 proceedings prepared/finalized  | 5 | 5 | 5 | 5     |  |
| <b>ODAHRD MFO 10: PRIME-HRM Aligned Rewards &amp; Recognition Services</b>   |  |   |   |   |   |   |   |       |  |
| <b>PI. 27</b> Percentage of OPCR and IPCR ratings submitted to PMT reviewed, calibrated and delivery units ranked and PBB Form 1 prepared and submitted within prescribed period | <b>A27.</b> OPCR ratings reviewed, calibrated and ranked by PMT                            | Initiates the scheduling of the PMT meetings, participates in the calibration & final ranking of delivery units   | 100% submitted OPCR ratings calibrated and delivery units finally ranked by PMT   | 100% submitted OPCR ratings calibrated and delivery units finally ranked by PMT   | 5 | 5 | 5 | 5     | PMT completed the calibration and final ranking of all delivery units and was able to submit to IATF thru CHED before deadline |
|  | <b>A28.</b> IPCR ratings reviewed by PMT and used in determining employees entitled to PBB | Facilitates submission of IPCR ratings to PMT for final review and in determining employees entitled to PBB   | 100% of submitted IPCR ratings reviewed and qualified employees to PBB identified | 100% of submitted IPCR ratings reviewed and qualified employees to PBB identified | 5 | 5 | 5 | 5     | Was able to submit PBB ranking of employees to IATF through CHED before deadline   |

|  |   |  |  |   |   |   |   |   |   |
|--|---|--|--|---|---|---|---|---|---|
| <b>PI 28</b> Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit | <b>A29.</b> Step Increment due to meritorious employees implemented                               | Schedules the PMT meeting and participates in the forced ranking of employees, prepares the recommendation & cause the issuance of NOSI and actual payment of step increment | 5% of employees identified as qualified, issued NOSI & paid their step increment |   |   |   |   | 0 | For second half only  |
| <b>PI. 29</b> Percentage of HAP nominations facilitated, reviewed, packaged & submitted to CSC   | <b>A30.</b> HAP nomination of deserving employees packaged and submitted to CSC                   | Prepares the nomination write up of nominee, reviews those with draft write up, present to PRAISE, assists in securing documents & submits to CSC                            | 4 HAP nominations submitted to CSC   | 4 HAP nominations submitted to CSC  | 5 | 5 | 5 | 5 | 2 Presidential Lingkod Bayan Award (Individual Category) & 2 Presidential Lingkod Bayan Award (Group Category)  |
| <b>ODAHRD MFO 11: Innovations &amp; new Best Practices Development Services</b>  |   |  |  |   |   |   |   |   |   |
| <b>PI. 31.</b> Number of new HR systems/innovations introduced and implemented   | <b>A32:</b> New HR Systems to be level 3 PRIME-HRM compliant introduced, approved and implemented | Revises the 6 existing HR systems to be compliant with the level 3 indicators under PRIME-HRM  | 6 HR systems   | 6 HR systems revised (two is ready for submission to CSC: MSP for Faculty & MSP for admin. Staff); SPMS already submitted to PMT for review | 5 | 5 | 5 | 5 | 1 Revised OPCR templates for College; 1 Revised OPCR templates for dept.; 1 Revised IPCR templates for Faculty; 2 MSPs endorsed by NAPB & APB; 1 Revised SPMS submitted to PMT  |
| <b>PI. 32.</b> Number of best practices introduced and implemented   | <b>A33:</b> New HR Systems introduced, approved and implemented                                   | Introduces new HR practices that other agencies will benchmark   | 6HR best practices   | 8HR best practices  | 5 | 5 | 5 | 5 | 2 clauses (HR & Planning) successfully defended & passed without NC during ISO external audit; 3 Re-entry Plan when attending training; 4 policies for faculty presenting paper without support; 5proposal not to consider undertime for late arrival during the health pandemic; 1 Grant of CTO to faculty preparing modules on TL during summer; 6creation of 50 Instructor I positions; 7creation of 1 Asst. IV position |



|  |  |  |   |   |   |   |   |      |  |
|--|--|--|---|---|---|---|---|------|--|
| PI. 33. Percentage operationalization of HRIS on RSP   | A34. RSP Module of the HRIS fully operational  | Recommends enhancement of the system and supervises encoding of data & uploading of documents to make the system operational | 100% RSP Module of the HRIS ready for full operation        | 100% RSP Module 100% ready for full operationalization      | 5 | 5 | 5 | 5    | RSP module already operational (the ff. are already done thru HRIS: request for hiring; posting of vacancies; filing of applications; initial ranking; rating by DPC & NAPB)   |
| PI. 34 Number of outside agencies which benchmarked HR practices/systems or provided with expert services as Resource Person | A35: VSU best HR practices shared to outside agencies upon their request                         | Presents VSU's best practices to to agencies upon their request as approved by the President                                 | 1 agencies conducting benchmarking at VSU                   | 2 outside Agency (EVSU & USTP)                              | 5 | 5 | 5 | 5    | USTP Vice President and her team came to VSU on Feb. 6, 2020 while EVSU President Aguirre & team came on Feb. 10, 2020   |
| PI.35 HR Operations Manual finalized, printed/distributed to users   | A36: Operations Manual introduced and used to improve effectiveness and efficiency in operations | Initiates implementation of operations manual to improve operations and quality of service to clients                        | 2 operations manual   | 2 operations manual (RSP for Faculty & RSP for Admin. Staff | 5 | 5 | 5 | 5    | RSP Manual for Faculty & RSP Manual for Admin. Staff, both with ISBN no. were submitted to DAP as two evidences to support VSU's entry "Competency based recruitment" to the DAP's best practice search from government agencies |
| PI.36 Number of HR Policies introduced under the new normal  | A37: Proposed policies under the new normal prepared and submitted                               | Prepares draft policies for submission to the Office of the President for finalization                                       | 6 new draft HR related policies needed under the new normal | 6 draft policies actually issued                            | 5 | 5 | 5 | 5    | Draft policies prepared were issued as OP MC Nos. 47, 53, 54, 55, 56 & 59  |
| Average Rating (Total Over-all rating divided by 50)   |  |  |   |   |   |   |   | 4.96 |  |

Additional Points:

Punctuality

Approved Additional points (with copy of approval)

FINAL RATING

ADJECTIVAL RATING

Outstanding

Evaluated & Rated by:

Approved::

**REMBERTO A. PATINDOL**

Immediate Supervisor

**REMBERTO A. PATINDOL**

Vice President

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

Comments & Recommendations for Development Purpose:

For commendation.

*To attend webinars in preparation for higher-level accreditation.*



## PERFORMANCE MONITORING FORM

Name of Employee: DR. LOURDES B. CANO

| Task No. | Task Description   | Expected Output   | Date Assigned  | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|----------|--|---|----------------|-----------------------------|--------------------------|--------------------|---------------------------------|-------------------------|
| 1        | Reviews required budgetary reports, signs if already in order and cause its submission                 | 100% of required reports  | Jan.-June 2020 | June 2020                   | June 2020                |                    |                                 |                         |
| 2        | Reviews updated e-GMIS and e-GHRS and approves its uploading if already in order                       | Two (2) systems 100% updated and uploaded (eGMIS of DBM & eGHRS of CSC) | Jan.-June 2020 | June 2020                   | June 2020                |                    |                                 |                         |
| 3        | Provides new evidences to qualify for level 3 under RSP  | 6 new evidences under Prime HRM level 3 for RSP                         | Jan.-June 2020 | June 2020                   | June 2020                |                    |                                 |                         |
| 4        | Supervises staff in charge per HR area in updating HR documents on display at the Accreditation Center | 100% of the HR evidences updated  | Jan.-June 2020 | June 2020                   | June 2020                |                    |                                 |                         |
| 5        | Reviews & edits all revised/updated quality procedures initiated by process owners                     | 14 HR QPs, 2 Planning QPs   | Jan.-June 2020 | June 2020                   | June 2020                |                    |                                 |                         |
| 6        | Complies with what is required by PCOO   | 1 new document required   | Jan.-June 2020 | June 2020                   | June 2020                |                    |                                 |                         |
| 7        | Reviews legality of documents and signs if already in order  | 3,000 of documents  | Jan.-June 2020 | June 2020                   | June 2020                |                    |                                 |                         |
| 8        | Entertains clients for consultation services   | 60 clients' consultation  | Jan.-June 2020 | June 2020                   | June 2020                |                    |                                 |                         |

|    |   |   |                   |           |           |  |  |  |
|----|---|---|-------------------|-----------|-----------|--|--|--|
| 9  | Provides direction and supervision of units under the office and directly supervises subordinates   | 3 offices<br>6 staff  | Jan.-June<br>2020 | June 2020 | June 2020 |  |  |  |
| 10 | Reviews and edits the draft minutes, referendum and excerpts of the four personnel committees and if already in order forms, signs as member of said committees | 6 APB, 6 NAPB minutes, 6<br>VSFC Academic minutes, 20<br>VSFC Academic referendum 20<br>indorsements<br>200 VSCFAS excerpts 6<br>VSAS minutes | Jan.-June<br>2020 | June 2020 | June 2020 |  |  |  |
| 11 | Strengthens the linkages and smooth working relationship with important government agencies   | 12 linkages   | Jan.-June<br>2020 | June 2020 | June 2020 |  |  |  |
| 12 | Performs functions, attends or sends representatives meetings of the Personnel Boards and Committees and prepares proposals as required for deliberation        | 2 Personnel Boards (APB & NAPB)<br>2 Scholarship Committees (Academic & Administrative)<br>1 PMT<br>1 PRAISE                                  | Jan.-June<br>2020 | June 2020 | June 2020 |  |  |  |
| 13 | Reviews and recommends the proposed activity and supervises preparations and actual implementation  | 1 HR activity conducted in September  | Jan.-June<br>2020 | June 2020 | June 2020 |  |  |  |
| 14 | Reviews the draft publication announcement, submits to  | 100% of all vacant positions for posting posted at  | Jan.-June<br>2020 | June 2020 | June 2020 |  |  |  |

|    |  |   |                |           |           |  |  |  |
|----|--|---|----------------|-----------|-----------|--|--|--|
|    | CSC, and cause posting in website and bulletin boards  | the CSC bulletin, at the website and bulletin boards  |                |           |           |  |  |  |
| 15 | Reviews the vacancy announcements to ensure the competency requirements are indicated, signs, returns a copy to the department for their talent sourcing and have a copy posted at the website | 100% of all draft vacancy announcements reviewed, signed and posted at the website and bulletin boards  | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
| 16 | , Reviews shortlisting of applicants, conducts screening , interview skills examination and reviews all comparative assessments and recommends top ranking applicant                           | 100% of comparative assessment reviewed and top ranking qualified applicant recommended for appointment | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
| 17 | Reviews ranking of faculty applicants submitted by Department Personnel Committees to ensure compliance to HR policies and processes   | 100% of ranking and recommendations for faculty positions reviewed                                      |                |           |           |  |  |  |
| 18 | Reviews appointment and supporting documents and signs, if in order  | 100% appointments processed with zero invalidation  | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|    | Facilitates preparation, finally reviews, signs and causes its submission to CSC   | 6 RAI, Part I<br>6 RAI Part II  | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|    | Monitors status of OPCR and IPCR submissions and provides guidance and   | 100% submission of IPCR   | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |



|  |  |   |                |           |           |  |  |  |
|--|--|---|----------------|-----------|-----------|--|--|--|
|  | provides support to in charge and assist in imposing submission by offices and departments   |   |                |           |           |  |  |  |
|  | Supervises/facilitates implementation of webinars/HR interventions   | 3 in-house trainings/ HR interventions conducted  | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Prepares contract for new scholars and monitors submission of progress reports of existing scholars for the renewal of their scholarship   | 10 new scholars existing scholars (88 PhD, 57 MS)   | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Submits requests of faculty for attendance to training/for a/conferences to the scholarship committee for recommendation to the President and prepares excerpts of approved requests | 3 scholarship/ assistantship 150 attendance to trainings/for a/etc. 1 sabbatical leave/secondment , certification study leave | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Prepares minutes, excerpts, referendum & endorsements of the Academic Scholarship Committee  | 6 minutes 150 excerpts 20 referendum 20 endorsements  | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Reviews draft scholarship contract, gives go signal for final printing and invites scholar for one on one explanation of the provisions of the contract and signs as witness         | 3 contracts   | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Gathers all presentations/outputs/pictures and transcribes deliberations   | 3 proceedings prepared/finalized  | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |

|  |  |   |                |           |           |  |  |  |
|--|--|---|----------------|-----------|-----------|--|--|--|
|  | and prepare over all proceedings per activity  |   |                |           |           |  |  |  |
|  | Initiates the scheduling of the PMT meetings, participates in the calibration & final ranking of delivery units  | 100% submitted OPCR ratings calibrated and delivery units finally ranked by PMT   | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Facilitates submission of IPCR ratings to PMT for final review and in determining employees entitled to PBB  | 100% of submitted IPCR ratings reviewed and qualified employees to PBB identified | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Schedules the PMT meeting and participates in the forced ranking of employees, prepares the recommendation & cause the issuance of NOSI and actual payment of step increment | 5% of employees identified as qualified, issued NOSI & paid their step increment  | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Prepares the nomination write up of nominee, reviews those with draft write up, present to PRAISE, assists in securing documents & submits to CSC                            | 4 HAP nominations submitted to CSC  | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Revises the 6 existing HR systems to be compliant with the level 3 indicators under PRIME-HRM  | 6 HR systems  | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Introduces new HR practices that other agencies will benchmark   | 6HR best practices  | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Recommends enhancement of the system and supervises  | 100% RSP Module of the  | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |

|  |   |   |                |           |           |  |  |  |
|--|---|---|----------------|-----------|-----------|--|--|--|
|  | encoding of data & uploading of documents to make the system operational                              | HRIS ready for full operation                               |                |           |           |  |  |  |
|  | Presents VSU's best practices to to agencies upon their request as approved by the President          | 1 agencies conducting benchmarking at VSU                   | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Initiates implementation of operations manual to improve operations and quality of service to clients | 2 operations manual   | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |
|  | Prepares draft policies for submission to the Office of the President for finalization                | 6 new draft HR related policies needed under the new normal | Jan.-June 2020 | June 2020 | June 2020 |  |  |  |

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**REMBERTO A. PATINDOL**  
 VP for Administration & Finance





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: Dr. 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   |   |       |   |   |   |   |

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

| 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  |   | 85    |   |   |   |  |
| Average Score  |   | 5,0   |   |   |   |  |

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

  
**REMBERTO A. PATINDOL**  
 Printed Name and Signature  
 Head of Office