

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
July-December 2019

Name of Administrative Staff: **Ms. Luvilla G. Alcober**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.346
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	4.85
TOTAL NUMERICAL RATING			

TOTAL NUMERICAL RATING: 4.85
 Add: Additional Approved Points, if any:
 TOTAL NUMERICAL RATING:
 ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:


LUVILLA G. ALCOBER


LOURDES B. CANO
 Immediate Supervisor

Approved:


REMBERTO A. PATINDOL
 Chairman, PMT

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Luvilla G. Alcober, under ODAHRD 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 to December 31, 2019.

Approved:


LUVILLA G. ALCOBER
 Ratee


LOURDES B. CANO
 Director, ODAHRD


MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jul-Dec 2019	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATIONS										
OVPAF MFO 1: ISO Aligned Management and Adminstrative Support Services										
ODAHRD MFO 1. ISO Aligned Personnel Records Development and Management Services										
PI.2. Number of reports submitted to regulatory bodies within time frame	Reports required by regulatory bodies acted and complied	Prepares Reports of Accession and Separation and number of faculty and staff to PASUC and CHEDRO8	6 Accession, 6 Separation, 10 varios reports/list for submission to CSC, Ombusman, PASUC, CHEDRO8	6 Accession, 6 Separation, 15 varios reports/list for submission to CSC, Ombusman, PASUC, CHEDRO8	123%	5	5	5	5.00	6 Report of Accession, 6 Report of Separation, 6 List of Prospective Retirees submitted to CSC, 6 List of Prospective Retirees submitted to Ombudsman, Institution Fact Sheet, Summary of Plantilla and Non-Plantilla Personnel, Manpower Complement 2018-2020, 2020 Budget Requirements, FY 2020 Budget Hearing and Deliberation PASUC, Filled and Unfilled Items, and 24 other reports required by other VSU offices
		Submits to the BOR all personnel related actions of APB & NAPB that needs BOR & UADCO action	15	29	193%	4	4	4	4.00	For Appointment and permanency of faculty and staff, confirmation of the renewal of appointments of faculty and staff, endorsement of proposals for UADCO and BOR action

PI.3. Percentage of updating and maintenance of database/Personnel Information Systems accomplished	Personnel Information System/database regularly updated/maintained	Updates VSU database (PLT and STAF), GSIS WEBMSP and CSC IGHR	100% of personnel movements prepared with ARA and submitted to GSIS through WEBMSP 2 days after receipt of NOSI/NOSA/request & appointments and updated VSU database, IGHR	100% of personnel movements prepared with ARA and submitted to GSIS through WEBMSP 2 days after receipt of NOSI/NOSA/request & appointments and updated VSU database, IGHR	100%	5	5	5	5.00	
		Regularly updates the e-GMIS monthly and upload to DBM	100% monthly updating of e-GMIS and uploading to DBM	Done 100% updating of e-GMIS and uploaded to DBM	100%	5	5	5	5.00	
		Upload and prepares monthly PSIPOP e-copy for VSU Main and external campuses file and 1 hard copy for reference	6 sets downloaded and disseminated to external campuses and 6 hard copies prepared for reference	6 sets downloaded and disseminated to external campuses and 6 hard copies prepared for reference	100%	5	5	5	5.00	
ODAHRD MFO 3. ISO 9001:2015 Aligned Documents										
PI.9. Number of Quality Procedures prepared/revised	Requirements for RSP complied on schedule	Drafts/finalizes/submit RSP procedures and forms for registration and cascading	8	16	200%	5	5	5	5.00	8/10 ODAHRD procedures and facilitated the registration of more or less 50% of the RSP and other ODAHRD forms
	Required SWOT, ROAM, OTPs submitted on set date	Assists in drafting/finalizing/submission of SWOT, ROAM, OTPs submitted on set	SWOT-1, ROAM-1, OTPs-1	SWOT-2, ROAM-2, OTPs-2	200%	5	5	5	5.00	ODAHRD & OVPPRGEA
	RFCA/NC/OFI acted on set date	Drafts/finalizes/ submits RFCA/NC/OFI/ CAP/Minutes of Meeting acted on set date	100%	100%	100%	5	5	5	5.00	

	Compliance to the requirements of DDRC	Regularly maintains/ updates/submits masterlists of documented information to QAC	5.00	5.00	100%	5	5	5	5.00	Masterlists: Internal Documented Information, External Documented Information, NAP Form 1, Quality Records Matrix, Minutes of Meeting etc.
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICES										
OVPAF MFO 2: Human Resource Management and Development										
ODAHRD MFO 6. Administrative and Support Services Management										
PI.13. Efficient & customer friendly frontline service	Satisfied clients due to prompt, efficient and effective service	Entertains faculty & staff needing assistance or services of the office	Zero complaint from client served	Zero complaint from client served	100%	5	5	4	4.67	
	100% of requests acted within the prescribed period	Prepares/submits required data to requisitioner/Records Office	100% compliance within the precrived period	100% of requests acted within the precrived period	100%	5	5	5	5.00	
PI.14. Number of administrative services and financial/administrative documents acted within time frame	Number of Certification for the payment of the class preparation based on the Total Actual Teaching Load of Parttime Instructor	Computes and submits certification for payment of class preparation to PRPEO	100% of the Report of Actual Teaching Load for Parttime Instructors computed 1 day upon receipt from the Registrar's Office	100% of the report of actual teaching load of parttimer instructors computed and submitted to PRPEO for payroll preparation within time frame	100%	4	4	4	4.00	
	Budgetary requirements of VSU personnel prepared	Prepares draft of Manpower Complement; Filled and Unfilled Positions, Personnel Services Itemization and Plantilla of Personnel, NBC Supplemental Plantilla	Manpower Complement-1; Filled and Unfilled Positions-1, Personnel Services Itemization and Plantilla of Personnel-1, NBC Supplemental Plantilla-2	Manpower Complement-1; Filled and Unfilled Positions-1, Personnel Services Itemization and Plantilla of Personnel-1, NBC Supplemental Plantilla-2	100%	4	4	5	4.33	

		Assist in the preparation of appointments of faculty with upgraded positions (NBC 7th Cycle)	100% of all faculty with upgraded positions due to the implementation of NBC 7th Cycle	Provided 100% assistance in the preparation of appointments of faculty with upgraded positions	100%	5	5	5	5.00	
	Assistance to the Secretariat of NBC 461 7th Cycle implementation provided	Attends meeting and prepares necessary documents	100% attendance to meetings and submission of required documents	attended all the secretariat meetings and submitted all required documents	100%	5	4	5	4.67	
Total Over-all Rating									71.67	
Average Rating :									4.78	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Evaluated & Rated by:


LOURDES B. CANO
 Director, ODAHRD

Date: _____

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

Approved by:


REMBERTO A. PATINDOL
 VP, OVPAF

Date: _____

Comments & Recommendations for Development Purposes:

Attend more training on HR management.

PERFORMANCE MONITORING FORM

Name of Employee: Luvilla G. Alcober

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	Prepares Reports of Accession and Separation for submission to CSC and list of prospective retirees to the Office of Ombudsman	Monthly Accession and Separation Reports and list of prospective retirees	July 1, 2019	On or before 10 th day of the month	Accomplished on or before 10 th day of the month	<i>Impressive</i>	<i>US</i>	
2	Submits to the BOR all personnel related actions of APB & NAPB that needs BOR & UADCO action	Recommendation of all personnel related actions of APB and NAPB that needs BOR approval through UadCo	July 1, 2019	As the need arises	Accomplished before the UAdCo/BOR Meeting	<i>Impressive</i>	<i>US</i>	
3	Updates VSU database (PLT and STAF), GSIS WEBMSP and CSC IGHRIS	Updated VSU database (PLT and STAF), GSIS WEBMSP and CSC IGHRIS	July 1, 2019	As the need arises	Accomplished on required date	<i>Impressive</i>	<i>US</i>	
4	Regularly updates the e-GMIS monthly and upload to DBM	Updated e-GMIS and submission	July 1, 2019	As the need arises	Accomplished on required date	<i>Impressive</i>	<i>US</i>	

5	Upload and prepares monthly PSIPOP e-copy for VSU Main and external campuses file and 1 hard copy for reference	Monthly hardbound PSIPOP plantilla and ecopy for external campuses	July 1, 2019	December 31, 2019	Accomplished on required date	Impressive	US	
6	Drafts/finalizes/submits RSP procedures and forms for registration and cascading	Registered RSP Procedures and Forms and cascaded to expected copy holders	July 2019	December 31, 2019	Accomplished on required date	impressive	US	
7	Assists in drafting/finalizing/submission of SWOT, ROAM, OTPs submitted on set date	Registered SWOT, ROAM, and OTPs	November 2019	December 2019	Accomplished on required date	very impressive	0	
8	Drafts/finalizes/ submits RFCA/NC/OFI/ CAP/Minutes of Meeting acted on set date	Submitted RFCA/NC/OFI/ CAP/Minutes of Meeting with Notice of Meeting to QAC	Date Issued	Within 5 days upon receipt of Report	Accomplished on required date	very impressive	0	
9	Regularly maintains/ updates/submits masterlists of documented information to QAC	Maintained/ updated/submitted masterlists of documented information to QAC	November 2019	December 2019	Accomplished on required date	impressive	US	
10	Entertains faculty & staff needing assistance or services of the office	Provided assistance to the queries of Faculty and staff	July 1, 2019	December 31, 2019	Accomplished on required date	impressive	US	

11	Prepares/submits required data to requisitioner/Records Office	Prepared/submitted required data to requisitioner/Records Office	July 1, 2019	December 31, 2019	Accomplished on required date	<i>Impressario</i>	VS	
12	Computes and submits certification of Parttimers for payment of class preparation to PRPEO	Computed and submitted certification of Parttimers for payment of class preparation to PRPEO	July 1, 2019	December 31, 2019	Accomplished on required date	<i>Impressario</i>	VS	
13	Prepares draft of Manpower Complement; Filled and Unfilled Positions, Personnel Services Itemization and Plantilla of Personnel, NBC Supplemental Plantilla	Prepared draft of Manpower Complement; Filled and Unfilled Positions, Personnel Services Itemization and Plantilla of Personnel, NBC Supplemental Plantilla	July 1, 2019	December 31, 2019	Accomplished on required date	<i>Impressario</i>	VS	
14	Assist in the preparation of appointments of faculty with upgraded positions (NBC 7th Cycle)	Assisted the in-charge in the preparation of appointments of faculty with upgraded positions (NBC 7th Cycle)	October 2019	December 31, 2019	Accomplished on required date	<i>Impressario</i>	VS	

15	Attends meeting and prepares necessary documents	Attended meeting and prepared necessary documents	September 2019	December 31, 2019	Accomplished on required date	Impressive	VS	
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


LOURDES B. CANO
 Unit Head

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2019

Name of Staff: **Ms. Luvilla G. Alcober** Position: Admin. 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					
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 : _____


LOURDES B. CANO
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q
	2nd	U
	3rd	A
✓	4th	R

Name of Office: ODAHRD

Head of Office: Dr. Lourdes B. Cano

Number of Personnel: Six (6)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring status of action re: CAP	Nov 14, 2019	Nov 14, 2019 L. Alcaran J. Jayman M. F. Gayanilo J. Andu M. R. Miraflores M. delo Torre			Each staff was given instructions for additional documents to produce in preparation for the following day's stage 1 audit
Coaching					

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

Conducted by:

LOURDES B. CANO
Immediate Supervisor

Noted by:

REMBERTO A. PATINDOL
Next Higher Supervisor ✓ 2

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LUVILLA G. ALCOBER
Performance Rating: JULY 1 TO DECEMBER 31, 2019

Aim: To enhance competencies for the current position

Proposed Interventions to Improve Performance:

Date: July 1, 2019 Target Date: December 31, 2019

First Step: Coaching and mentoring on core duties and responsibilities.

Result: _____

Date: July 1, 2019 Target Date: December 31, 2019

Next Step: Attend HR interventions related to functions.

Outcome: _____

Final Step/Recommendation:

Prepared by:


LOURDES B. CANO
Director, ODAHRD

Conforme:


LUVILLA G. ALCOBER
Name of Ratee Faculty/Staff

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
ODAHRD MFO 1: ISO aligned Personnel Records Development & Management Services	PI. 1 Percentage implementation of leave benefits, compensation and other employee benefits	RBBebira, MLao & LBC	July-December 2019	x	x	x	x	Completed
	PI. 2 Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED and budgetary documents requested by OP/Budget Office	LGAicober, JBJayne & LBCano	July-December 2019		x		x	CSC monthly report completed, DBM, PASUC & CHED within prescribed period
	PI. 3 Percentage updating and uploading of e-GMIS to DBM and Personnel Information System updating completed	LGAicober & LBC	Regularly every end of the month				x	Updated and uploaded as scheduled
	PI. 4 Number of certifications and service records issued and authentication of documents	LBCano, AASEvilla, & RMiraflor	As the needed arises	x	x	x	x	
ODAHRD MFO. 2: ISO aligned Records and Archives Management	PI. 5 No. of new archival and documents gathered and displayed at	ODAHRD, LBCano, AASEvilla, & RMiraflor	Targeted outputs to be delivered July-December 2019				x	complied

	Archives Center							
-	PI. 6 Percentage of required HR accreditation evidences under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC team	LBCano, AASEvilla, MGayanilo, JEAndon, LGAICOBER MDela Torre	On-going	x	x	x	x	Still on going
ODAHRD MFO. 3: ISO 9001:2015 aligned documents	PI 9 Number of quality procedures prepared/ revised	LBCano, HVColis, MDela Torre, LGAICOBER, JEAndon & MGayanilo	A week before Stage 1 Audit	x	x	x	x	Complied but subject to revision in preparation for Stage 2
ODAHRD MFO. 4: ARTA aligned compliance and reporting requirements	PI 10 Percentage of external clients served and rated the service received as at least very satisfactory or higher	LBCano, HVColis, MDela Torre, LGAICOBER, JEAndon, MGayanilo & JBJayme	July – December 2019	x	x	x	x	complied
ODAHRD MFO. 5: FOI aligned compliance and reporting requirements	PI. 11 Percentage compliance of reporting requirements in accordance with FOI Manual	LBCano. JEAndo & RMiraflor	December 2019				x	complied
ODAHRD MFO 6: Administrative and support services Management	PI. 12 Efficient & customer friendly frontline service	LBCano, AASEvilla, HVColis, MDela Torre, LGAICOBER, JEAndon, MGayanilo & JBJayme Staff	Continuin g	x	x	x	x	
	PI. 13 Number of administrative services and	LBCano, AASEvilla, &						

	financial/ administrative documents acted within time frame	RMiraflor						
	PI. 14 No. of linkages with external agencies maintained	LBCano, T. Quiñanola, A. Sevilla, J. Ando, MGayanilo, LGAcober, & JBJayme						
	PI.15 No. of ad hoc committee assignments served/functions performed	LBCano, J. E. Ando, M.F. Gayanilo	July- December	x	x	x	x	Attended weekly meetings
	PI.16 No. of HR activities and interventions implemented during PSC celebration	Pres. E. Tulin, L.B. Cano, L. Managbana g	Septembe r 2019	x	x	x	x	All programmed activities were successfully conducted
ODAHRD MFO 7: PRIME-HRM compliant Recruitment, Selection & Placement	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	LBCano, L Alcober & JBJayme	July- December	x	x	x	x	
	PI.18 Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evalua	LBCano & HSColis	July - December	x	x	x	x	continuing

	ted and comparative assessments prepared							
	PI.19 Number of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President	LBCano & HSColis	July-December	x	x	x	x	Regularly submitted to APB during its weekly meetings
	PI.20 Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	LBCano, LGAlocer & JBJayne	July – December 2019	x	x	x	x	All approved recommendations to hire were acted, appointments issued & processed
ODAHRD MFO 8: PRIME-HRM compliant Performance Management System services	PI. 21 Percentage submission of IPCRs followed up and received IPCRS reviewed and report of IPCR ratings submitted to PMT	LBCano & ODAHRD, RECORDS MDela Torre	July – December 2019	x	x	x	x	Submissions were continuously followed up
	PI. 22 Number of teaching effectiveness evaluation of faculty/subjects administered	MLGayanilo	After midterm					completed
ODAHRD MFO 9: PRIME-HRM aligned Learning and Development Services	PI. 23 No. of in-house trainings/HR interventions/ workshops conducted/facilitat	LBCano, JEAndo & MLGayanilo	July – December as per training plan					There were changes due to inclusion of ISO required trainings

	ed							
	PI.24 Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	LBCano, AAsevilla JEAndo & MLGayanilo	July – December 2019	x	x	x	x	continuing
	PI. 25 Percentage of faculty 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	LBCano, JEAndo & MLGayanilo	July – December 2019	x	x	x	x	Requests submitted late but urgent were acted thru referendum
	PI. 26 No. of scholarship contracts prepared, provisions of the contract explained to faculty and contract finally executed within 3 days	LBCano, AAsevilla, JEAndo & MLGayanilo	July – December 2019	x	x	x	x	completed
ODAHRD MFO 10: PRIME-HRM Aligned Rewards & Recognition Services	PI. 27 Percentage of OPCR and IPCR ratings submitted to PMT reviewed, calibrated and delivery units ranked and PBB	MDela Torre, A. Sevilla/M. Sta. Iglesia	Applicable only every January-February					Not applicable

	Form 1 prepared and submitted within prescribed period							
	PI 28 Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	LBCano & MDela Torre	July-December 2019				x	Completed December 2019
	PI. 29 Percentage implementation of university and loyalty awards	ODAHRD, PRPEO	September 2019	x	x	x	x	completed
ODAHRD MFO 11: Innovations & new Best Practices Development Services	PI. 30. Number of new HR systems/innovations introduced and implemented	LB. Cano, H. S. Colis, A. Sevilla	July-December 2019				x	complied
-	PI. 31. Number of request to facilitate strategic planning workshop conducted	L. Cano, J. Ando, M. Gayanilo	As the need arises					Only CAC requested and was served
-	PI. 32. Number of best practices introduced and implemented	L. Cano	July-December 2019	x	x	x	x	Target met
-	PI 33 Number of required mandatory operations manual prepared and submitted	LBCano	July-December 2019	x	x	x	x	Target met
-	PI. 36. Percentage operationalization of HRIS on RSP	LBCano	July-December 2019					RSP program launched as targeted

	PI. 37 Number of outside agencies which benchmarked HR practices/systems or provided with expert services as Resource Person	LBCano, JEAndo, HVColis & MGayanilo	As the need arises					Sultan Kudarat & ESSU served
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Prepared by:


LOURDES B. CANO
Unit Head