



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **CARREN MAE B. VILBAR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: Outstanding


Prepared by:


CARREN MAE B. VILBAR
Name of Staff

Reviewed by:


JENNIFER E. ANDO
Department/Office Head

Approved:


HONEY SOFIA V. COLIS
Director, HRMD




INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Carren Mae B. Vilbar, of the RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS 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 - December 2024.

Approved:


CARREN MAE B. VILBAR
 Ratee


JENNIFER E. ANDO
 Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2024)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS/HRM STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRSPPR STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Provides better customer service experience to all clients	95% of clients rated services as very satisfactory or higher	100%	5	5	5	5.00	
	PI 2. Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	Carry out all administrative and HR processes in line with existing approved quality procedures	100% processes implemented according to QP	100%	5	5	5	5.00	
	PI 3. Percentage of PRIME-HRM maturity level 3 accreditation evidences under RSP, PM & R&R prepared and submitted for approval	Assists in the gathering and compilation of the required evidences for RSP level 3	75% of required evidences for RSP level 3 prepared and submitted	75% of required evidences for RSP level 3 prepared and submitted	N/A				Still waiting for the release of the lists of the new Prime HRM asesment tools.
	PI 4. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	Assists in the gathering and compilation of ISO evidences compliant with existing ODAS/HRM quality procedures	100% ISO compliant evidences	100% ISO compliant evidences readily available	5	5	5	5.00	
VPAF STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO. 2: FOI aligned frontline services									
OHRSPPR STO. 2: FOI aligned frontline services	PI 5. Percentage compliance to release of information based on VSU FOI Manual	Releases information to clients with approved requests based on VSU FOI Manual	100% compliant	100%	5	5	5	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									
OHRSPPR STO 3: ARTA aligned frontline services	PI 6. Efficient & customer friendly frontline service	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	Zero Percent	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODAS/HRM GASS 1: Administrative and Support Services									
OHRSPPR GASS 1: Administrative and Support Services	PI 7. Number of administrative services and financial/ administrative documents acted within time frame	Assits in releasing and filling of APB & NAPB Excerpts and documents.	NAPB requests (100) APB requests (300)	198 NAPB requests 511 APB requests	5	5	5	5.00	
	PI 8. No. of council/board/ committee assignments served/functions performed	Serve as assistant secretary for the NBC 461/ JC#3 Committee performed	1 Committee	1 Committee served	5	5	5	5.00	

GASSs/PAPs	Success Indicators	Tasks Assign	Target (January-December 2022)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services									
	PI 9 Number of Cert. of Service Record, Certificate of Employment,	Prepares and releases Service Records and Certificates of Employment.	100 Service Records 100 Certificate of Employment	310 Service Records 449 Certificate of Employment	5	5	5	5.00	
	PI 10 Percentage of appointments for newly hired employee received and posted	Posts and records appointments for newly hired employee in the Service Card and in HRIS	100% implementation	100% implementation	5	5	5	5.00	
	PI 11 Percentage of Service Cards updated	Updates Service Cards of regular, casual and contractual employees and in HRIS.	100% service cards & HRIS personnel data updated	100% service cards & HRIS personnel data updated	5	5	4	4.66	
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 processess									
	PI 12 Number of HR esystem of DBM/GSIS/CSC maintained and updated monthly	Prepares ARA of personnel with movements, etc., and submit through GSIS WEBMSP within time frame (NOSA/NOSI/request etc.)	100% personnel maintained	100%	5	5	4	4.66	
	PI 13 Number of RSP documents generated from the system	Checks supporting documents and processed appointments for regular, casual,contractual staff.	250 appointments processed without invalidation	518 appointments processed without invalidation	5	5	5	5.00	
		Prepares Reports of Appointment Issued	50 RAI Prepared	90 RAI Prepared	5	5	5	5.00	
Total Over-all Rating								4.94	
		Average Rating :	4.94	Comments & Recommendations for Development Purposes finish BS Degree					
CARREN MAE B. VILBAR		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING	4.94						
		ADJECTIVAL RATING	OUTSTANDING						

Evaluated & Rated by:

JEN
JENNIFER E. ANDO

Head, ASPPRO

Date: 1/22/2025

Recommending Approval:

HS
HONEY SOFIA V. COLIS

Director, HRMO

Date: 1/23/2025

Approved by:

ELW
ELWIN JAY V. YU

Vice President for Admin & Finance

Date: 1/24/2025

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: RSPPRO

Head of Office: JENNIFER E. ANDO

Number of Personnel: 3


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		November 19, 2024			Coaching and review of duties and responsibilities of RSPPRO personnel based on office mandates.

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

Conducted by:


JENNIFER E. ANDO
 Immediate Supervisor

Noted by:


HONEY SOFIA V. COLIS
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Carren Mae B. Vilbar
Performance Rating: January 1 to December 31, 2024

Aim: To further enhance competencies in HR documents and policies.

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: December 31, 2024

First Step: Attendance to Seminar – Workshop/ Convention/ Trainings related to management of HR documents and HR policies.

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____


Final Step/Recommendation:

Attendance to HR seminars/workshops & Records Management related trainings to further enhance knowledge & competencies for effective implementation.

Prepared by:


JENNIFER E. ANDO
Unit Head

Conforme:


CARREN MAE B. VILBAR
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – December 2024**

Name of Staff: **Carren Mae B. Vilbar**


Position: **Administrative Assistant 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 (<i>both for subordinates and supervisors</i>)		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		58				
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		4.83				
Overall recommendation: Finish BS Degree						


JENNIFER E. ANDO
 Immediate Supervisor