



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 | 4.79 | 70% | 3.353 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.92 | 30% | 1.476 |
| TOTAL NUMERICAL RATING | | | 4.829 |

TOTAL NUMERICAL RATING: 4.829

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.829

FINAL NUMERICAL RATING 4.829

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


LUVILLA G. ALCOBER
Name of Staff


JENNIFER E. ANDO
Department/Office Head

Recommending Approval:


HONEY SOFIA V. COLIS
Dean/Director

Approved:



DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Luvilla G. Alcober, of the Office of the Head of RSPPR-ODHRM 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, 2021.

Approved:


LUVILLA G. ALCOBER
 Ratee


JENNIFER E. ANDO
 OIC-Head, OHRSPPR

| MFOs/PAFs | Success Indicator | Tasks Assigned | Accomplishments July 1-December 31, 2021 | Accomplishment | | Rating | | | | Remarks |
|---|--|--|--|--|------------|----------------|----------------|----------------|----------------|---------|
| | | | | Actual Accomplishment | Percentage | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO5. SUPPORT TO OPERATIONS | | | | | | | | | | |
| OVPAF MFO 1: ISO Aligned Management and Administrative Support Services | | | | | | | | | | |
| OVPAF MFO 2: Human Resource Management and Development | | | | | | | | | | |
| ODHRM MFO 1: Administrative and Support Services Management | | | | | | | | | | |
| PI. 1 Efficient & customer friendly frontline service | Satisfied clients due to prompt, efficient and effective service | Provides customer friendly services related to ODAHRD mandates | Zero percent complaint from clients served | Zero percent complaint from clients served | 100% | 5 | 5 | 5 | 5 | |

| | | | | | | | | | | |
|---|--|--|--|--|------|---|---|---|---|---|
| | | Act as dDRC of ODHRM: Disseminates newly cascaded documented information from QAD; maintains/updates masterlist of internal documents, materlist of external documents, quality records matrix and NAP Form 1; facilitates submission of required documents; attends dDRC meetings; etc. | 100% of dDRC's tasks to be complied within timeframe without non-conformity to the standard of ISO 9001:2015 | 100% of dDRC's tasks complied within timeframe without non-conformity to the standard of ISO 9001:2015 | 100% | 5 | 5 | 5 | 5 | |
| ODHRM MFO 2: Implementation of the Recruitment, Selection and Placement System | | | | | | | | | | |
| PI.8 Number of reports generated from the system | No. of reports required by regulatory bodies acted and complied within timeframe | Prepares and submits Reports of Accession and Separation of faculty and staff and other required reports to CSC | 6 accession/6 separation reports, etc. to be submitted to CSC on or before 10th day of the succeeding month | 6 accession/6 separation reports, etc. submitted to CSC on or before 10th day of the succeeding month | 100% | 5 | 5 | 5 | 5 | 6-Access 6-Sepa 1-PDWR 1-IGHRS |
| | | Prepares draft and submits budgetary requirements of VSU personnel | 1-budgetary requirements of VSU personnel to be submitted to Budget Office within time frame | 1-budgetary requirement of VSU personnel to be submitted to Budget Office within time frame | 100% | 5 | 5 | 5 | 5 | |

| | | | | | | | | | | |
|--|--|---|--|--|---------|---|---|---|------|--|
| | | Prepares and submits required reports by CHEDRO8, Ombudsman, PASUC and VSU Offices | 30 various reports to be submitted to CHEDRO8, Ombudsman, PASUC, and VSU Offices within timeframe | 37 various reports to be submitted to CHEDRO8, Ombudsman, PASUC, and VSU Offices within timeframe | 123.00% | 4 | 5 | 5 | 4.67 | |
| | | 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 and IGHRIS (CSC) | 100% of personnel movements to be submitted to GSIS through WEBMSP within time frame after receipt of NOSI/NOSA/ request/ appointments and updating of VSU database, PSIPOP (DBM) and IGHRIS (CSC) | 100% of personnel movements submitted to GSIS through WEBMSP within time frame after receipt of NOSI/NOSA/ request/ appointments and updating of VSU database, PSIPOP (DBM) and IGHRIS (CSC) | 100% | 4 | 5 | 5 | 4.67 | |
| | | 100% monthly updating of e-GMIS and uploading to DBM | 100% monthly updating of e-GMIS and uploading to DBM | 100% monthly updating of e-GMIS and uploading to DBM | 100% | 5 | 5 | 5 | 5 | |
| | | Downloads PSIPOP data and disseminates to external campuses and 6 hard copies prepared for reference | Download PSIPOP monthly to be disseminated to external campuses and print hard copies for reference | Downloaded PSIPOP monthly and disseminated to external campuses and print hard copies for reference | 100% | 5 | 5 | 5 | 5 | |

| | | | | | | | | | | |
|--|---|--|--|--|---------|---|---|---|------|--|
| | Number of auditable/registered quality procedures and forms | Assists in the revision of RSP PMs and facilitates registration of ODHRM quality procedures and forms | 8-quality procedures; 15-forms to be revised/registered | 8-quality procedures; 35-forms to be revised/registered | 230.00% | 5 | 5 | 5 | 5 | |
| | | Assists in the implementation of RSP processes | Provides 100% support to the implementation of RSP processes | Provided 100% support to the implementation of RSP processes | 100% | 4 | 5 | 5 | 4.67 | |
| | | Prepares publications of vacancies of staff in the basence of in-charge | 100% publication to be prepared in the basence of in-charge | N/A | | | | | | |
| | | Prepares and processes appointments and RAI in the absence of in-charge | 100% appointment and RAI to be prepared in the basence of in-charge | N/A | | | | | | |
| | | Submits to the BOR through the UAdCo all personnel related actions of APB & NAPB that needs BOR & UADCO action | 100% of personnel related actions of APB & NAPB to be submitted for BOR approval through UADCO | 100% of personnel related actions of APB & NAPB to be submitted for BOR approval through UADCO | 100% | 4 | 4 | 4 | 4 | |
| | | Prepares/computes and submits all Certification on the Number of Preparation for Parttimers to OHRSPPR for payroll preparation | 100% of all Parttime Instructors' Certification to be prepared within time frame | 100% of all Parttime Instructors' Certification to be prepared within time frame | 100% | 4 | 5 | 5 | 4.67 | |
| | | 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 complied within timeframe | 100% | 4 | 5 | 5 | 4.67 | |

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|------|--|
| Total Over-all Rating | | | | | | | | | 62.3 | |
| Average Rating : | | | | | | | | | 4.79 | |
| Additional Points: | | | | | | | | | | |
| Punctuality | | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | | |
| FINAL RATING | | | | | | | | | 4.79 | |
| ADJECTIVAL RATING | | | | | | | | | 0 | |
| | | | | | | | | | | |

Evaluated & Rated by:

J. Ando
JENNIFER E. ANDO
 OIC-Head, OHRSPPR

Date: 1.14.2022

Approved by:

Honey
HONEY SOFIA V. COLIS
 OIC-Director, ODHRM

Date: 1.14.2022

D. Leslie S. Tan
DANIEL LESLIE S. TAN
 VP for Admin. and Finance

Date: 1/21/22

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

Comments & Recommendations
for Development Purposes:

*attend CSC related
trainings on ILSP*



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 31, 2021

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 | | | | | | | | | |
|---|---|---|---|---|-------|---|--|--|--|
| 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 | | | | | 59 | | | | |
| Average Score | | | | | 1.476 | | | | |

Overall recommendation : _____


JENNIFER E. ANDO
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHRSPPR-ODHRM

Head of Office: JENNIFER E. ANDO

Number of Personnel:

| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|------------|--------------------------------------|------|-----------------------|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | | | | | |
| Coaching | | July 21, 2021 (6th ODHRM MEETING) | | | ODHRM Mid-year Review of Targets and Accomplishments |

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

Conducted by:

HONEY SOFIA V. COLIS

OIC-Director, ODHRM

Noted by:

DANIEL LESLIE S. TAN


VP for Admin. and Finance

TRACKING TOOL FOR MONITORING TARGETS

| Major Final Output/ Performance Indicator | TASK | ASSIGN ED TO | DURATION | TASK STATUS | | | | REMARKS |
|--|--|-----------------|--|-------------------------|-------------------------|-------------------------|-------------------------|---------|
| | | | | 1 st Week | 2 nd Week | 3 rd Week | 4 th Week | |
| ODHRM MFO 1: Administrative and Support Services Management | | | | | | | | |
| Pl. 1 Efficient & customer friendly frontline service | Provides customer friendly services related to ODHRM mandates | LG Alcober | July to December 2021 (As the need arises) | | Complied | | | |
| | Act as dDRC of ODHRM: Disseminates newly cascaded documented information from ODQA; maintains/ updates masterlist of internal documents, masterlist of external documents, quality records matrix and NAP Form 1; facilitates submission of required documents; attends dDRC meetings; etc. | LG Alcober | July to December 2021 (As the need arises) | | Complied | | | |
| ODHRM MFO 2: Implementation of the Recruitment, Selection | Prepares and submits Reports of Accession and Separation of faculty and staff and other required reports to CSC | LG Alcober | July to December 2021 (As the need arises) | | Complied | | | |
| | Prepares draft and submits budgetary requirements of VSU personnel | LG Alcober | July to December 2021 (As the need arises) | | Complied | | | |
| | Prepares and submits required reports by CHEDRO8, Ombudsman, PASUC and VSU Offices | LG Alcober | July to December 2021 (As the need arises) | | Complied | | | |
| | 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 and IGHRIS (CSC) | LG Alcober | July to December 2021 (As the need arises) | | Complied | | | |

| | | | | | | | |
|--|--|------------|--|--|--------------------------|--|--|
| | 100% monthly updating of e-GMIS and uploading to DBM | LG Alcobor | July to December 2021 (Monthly) | | Complied | | |
| | Downloads PSIPOP data and disseminates to external campuses and 6 hard copies prepared for reference | LG Alcobor | July to December 2021 (Monthly) | | Complied | | |
| | Assists in the revision of RSP PMs and facilitates registration of ODHRM quality procedures and forms | LG Alcobor | July to December 2021 (As the need arises) | | Complied | | |
| | Assists in the implementation of RSP processes | LG Alcobor | July to December 2021 (As the need arises) | | Complied | | |
| | Prepares publications of vacancies of staff in the absence of in-charge | LG Alcobor | July to December 2021 (As the need arises) | | N/A in-charge was around | | |
| | Prepares and processes appointments and RAI in the absence of in-charge | LG Alcobor | July to December 2021 (As the need arises) | | N/A in-charge was around | | |
| | Submits to the BOR through the UAdCo all personnel related actions of APB & NAPB that needs BOR & UADCO action | LG Alcobor | July to December 2021 (As the need arises) | | Complied | | |
| | Prepares/computes and submits all Certification on the Number of Preparation for Parttimers to OHRSPPR for payroll preparation | LG Alcobor | July to December 2021 (As the need arises) | | Complied | | |
| | Do other task assigned by supervisor | LG Alcobor | July to December 2021 (As the need arises) | | Complied | | |

Prepared by:


JENNIFER E. ANDO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LUVILLA G. ALCOBER
Performance Rating: July 1- December 31, 2021

Aim: Further enhance HR Competencies

Proposed Interventions to Improve Performance:

Date: July1, 2021 Target Date: December 31, 2021

First Step:

Regular meeting and updating in HRM process specifically in RSP.

Result:

Mastery of the process in RSP.

Date: July1, 2021 Target Date: December 31, 2021

Next Step:

Attend various CSC and other related HR trainings.


Outcome:

Ready to go on advance studies and undergo leadership responsibilities.

Final Step/Recommendation:

To finish masteral degree.

Prepared by:


JENNIFER E. ANDO
OIC-Head, OHRSPPR

Conforme:


LUVILLA G. ALCOBER
Name of Ratee Faculty/Staff