

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
July to December 2017

Name of Administrative Staff: LOURDES B. CANO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.479
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.5
TOTAL NUMERICAL RATING			4.98

TOTAL NUMERICAL RATING: 4.98
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____
ADJECTIVAL RATING: 0

Prepared by:


LOURDES B. CANO
Name of Staff

Reviewed by:


REMBERTO A. PATINDOL
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

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Department/Office Head

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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 July 1, 2017 to December 31, 2017.



LOURDES B. CANO
Ratee



REMBERTO A. PATINDOL
Rater

MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - June 2017	Accomplishments		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services										
OVPAF MFO 1: Human Resource Management & Development										
ODAHRD MFO 1. Administrative & Support Services Management										
PI.1 Efficient & customer friendly frontline service	A1 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	100%	5	5	5	5.00	
PI 2 . No. of administrative services and financial/ administrative documents acted within time frame	A2: Processed financial and personnel related documents	Reviews legality of documents and signs if already in order	3,600 of documents	5667 documents acted		5	5	5	5.00	
	A3: Clients seeking consultation services served and satisfied	Entertains clients for consultation services	15 clients' consultation	17 clients		5	5	5	5.00	
	A4: Membership in committees/boards performed	Attends meetings of BAC, APB, NAPB & PMT as member; Edits all APB & NAPB minutes	APB, PMT, QCE, PRAISE, NAPB, VSFC-A, VSFC-NA, BAC	APB, PMT, QCE, PRAISE, NAPB, VSFC-A, VSFC-NA, BAC	100.00%	5	5	4	4.67	
	A5. SARO & NCA received DBM for filled up vacant positions	Prepares request for release of funds for salaries of new appointees to former vacant positions	10 SARO 10 NCA	39 SARO NCA	100.00%	5	5	5	5.00	

PI 3. No. of offices and personnel directly supervised	A6. Leading and directing offices in personnel records & performance evaluation, records & training & development	Provides direction and supervision of units under the office and directly supervises subordinates	3 offices 5 permanent & 2 JO personnel	100.00%	5	5	5	5.00	
PI 4 No. of linkages with external agencies maintained	A7: Linkages with government agencies which the university transacts business maintained	Strengthens the linkages and smooth working relationship with important government agencies	12 linkages	125.00%	5	5	5	5.00	
PI 5. Percentage of ad hoc assignments performed	A8: Ad hoc assignments from the Office of the President performed	Chairs, prepares the IP and defends compliance in Area III (faculty) for the AACUP Institutional accreditation during actual visit	Passing rating under area III	100.00%	5	5	5	5.00	
ODAHRD MFO 2:									
PI 6 No. of publications of vacancies submitted to CSC	A9. Publications of vacant administrative positions posted in the CSC bulletin of vacant positions	Reviews the draft request for publication and endorses to the Office of the President	6 Publications		5	5	5	5.00	
PI 7 No. of vacancy announcements prepared & posted in bulletin boards, website & social media	A10. Vacancy announcements posted in bulletin boards and in social media	Reviews the vacancy announcements focusing on the competency requirements, signs and have it posted	10 vacancy announcements reviewed & posted		5	5	5	5.00	
PI 8 Number of vacant administrative positions opened for applications, applicants screened, interviewed/evaluated and comparative assessments prepared	A11. Applicants to vacant administrative positions initially screened, interview/evaluated and comparative assessments prepared	Forwards applications to PRPEO for scheduling of interview, preparation of draft comparative assessment, participates in the actual interview and conducts written examination for applicants to supervisory positions	6 Comparative Assessments of candidates to vacant administrative positions prepared and reviewed ; 2 written examinations for supervisory positions prepared & administered		5	5	5	5.00	
			8 Comparative Assessments of candidates to vacant administrative positions prepared and reviewed ; 2 written examinations for supervisory positions prepared & administered		5	5	5	5.00	

PI.9. Number of ranking of applicants to faculty positions submitted to APB for review and final action by the President	A12. Ranking of applicants to faculty positions reviewed and evaluated as to compliance of all HR policies by APB	Participates in the review and evaluation of ranking of candidates to faculty positions to ensure compliance to existing HR policies	50 ranking and recommendations for faculty positions	1953 ranking and recommendations for faculty positions (49 regular and 43 part-timer)	5	5	5	5	5.00	
PI.10 Number of appointments processed, reviewed, recorded & approved	A13. Approved recommendations of APB & NAPB	Implements all approved personnel related recommendations embodied in approved minutes of meetings	1,200 APB/NAPB recommendations	467 APB/NAPB recommendations	5	5	5	5	5.00	
	A14. All appointments processed, reviewed and recorded without invalidation	Reviews appointment and supporting documents and signs	(1200) 150 appointments (regular, research contractuals & casual) 90 (faculty on contracts & casual) 50 contracts (faculty on contracts & part timers) prepared, processed without invalidation & recorded & 1000 JO appointments processed & recorded	(1953) ODAHRD -231 appointments (regular, research contractuals & casual) 90 contracts (faculty on contracts & part timers) prepared, processed without invalidation & recorded & PRPEO 281 & 1351 JO appointments processed & recorded	5	5	5	5	5.00	
PI. 11 Number of Reports of Appointments Issued (RAI) submitted to and approved by CSC	A15. 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 pages RAI, Part I 6 pages RAI Part II	44 pages RAI, Part I 44 pages RAI Part II	5	5	5	5	5.00	
ODAHRD MFO 3:	Performance Management System services									
PI. 12 Percentage submission of IPCRs followed up, monitored and received	A16. IPCR submissions followed up, monitored and actually received	Assist in following up submission of IPCRs and prepares draft memo reminding those who failed to submit	IP messages sent to all units; 1 draft memo facilitated & signed by the President	IP messages sent to all units; 1 follow up memo signed by the President	5	5	5	5	5.00	
ODAHRD MFO 4:	Learning and Development Services									
PI. 13. No. of in-house trainings/HR interventions/ faculty and staff reviews conducted/facilitated	A17. In-house trainings, workshops and other HR interventions conducted/facilitated	Conducts and/or facilitates in-house trainings and workshops; Serves as RP during trainings	15 in-house trainings/HR interventions conducted 800 participants attended 8 expert service as RP	20 in-house trainings/HR interventions conducted 900 participants attended 8 expert services as RP	5	5	5	5	5.00	

PI.14 Number of PhD & MS scholars facilitated, monitored & assisted	A18: PhD scholars facilitated, monitored & assisted and new scholars oriented of their contract	Monitors submission by scholars of progress reports of their studies and documents for the renewal of their scholarship and appointments and other concerns; orients new scholars of their contract	108 (65 PhD, 43 MS) 12 new scholars oriented	159 Scholars (101 PhD & 58 MS) 12 new scholars oriented of their contract						
PI. 15 Percentage of faculty development related requests endorsed to scholarship committee & awards of attendance prepared	A19: Faculty development requests facilitated	Reviews and Signs excerpts for distribution to concerns of scholars for approval by the chairman of the committee	100% of requests	100% of requests						
	A20: Functions as secretary of Academic Scholarship Committee performed	Takes down notes during meetings, prepares and reviews minutes, excerpts, referendum & endorsements of the Academic Scholarship Committee	150 requests, 20 notices, 25 referendum, 25endorsements and 9 minutes	200 requests, 20 notices- 37 referendum, 37 endorsements and 9 minutes						
PI. 16. No. of scholarship contracts executed within 3 days from receipt of approval	A21. 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 contract and signs as witness	10 contracts	41 Contracts (24-PhD & 17-MS)						
ODAHRD MFO 5:	Rewards & Recognition Services									
PI. 17 Percentage of OPCR ratings reviewed, calibrated and ranked by PMT for PBB purposes	A22. 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% OPCR ratings calibrated and delivery units finally ranked by PMT	100% OPCR ratings calibrated and delivery units finally ranked by PMT						
PI. 18. Percentage of IPCR ratings further reviewed by PMT and included in the list of those qualified to PBB for submission to I.A.T.F	A23. IPCR ratings reviewed by PMT and used in determining employees entitled to PBB	Reviews the IPCR ratings and submits to PMT for final review and in determining employees entitled to PBB	100% of IPCR ratings reviewed and qualified employees to PBB identified	100% of IPCR ratings reviewed and qualified employees to PBB identified						

Pl. 20. Percentage implementation of Step Increment based on meritorious performance	A24. 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	5% of employees identified as qualified, issued NOSI & paid their step increment	5	5	5	5.00	
Pl. 21. Percentage of deserving employees given loyalty awards & service pins during Civil Service month celebration	A25. Deserving employees given loyalty award and service pins	Organizes the awarding ceremony with CSC representative giving the loyalty award	100% of qualified faculty and staff	5	5	5	5.00	
ODAHRD MFO 6:		Personnel Records Development & Management						
Services								
Pl. 22. Number of Reports submitted to CSC, Ombudsman, DBM, PASLIC, CHED	A26. Reports required by regulatory bodies acted and complied	Facilitates preparation, finally reviews, signs and causes its submission	100% of required reports	5	5	5	5.00	
Pl. 23. Number of Reports & budgetary requirements requested by OP/Budget Office	A27. All budgetary reports of the university performed	Facilitates preparation, finally reviews, signs and causes its submission	100% of required reports	5	5	4	4.67	
ODAHRD MFO. 7		Records and Archives Management						
Pl. 24. No. of new accreditation documents gathered and displayed at HR Accreditation Center	A28: Accreditation & archives center management	Provides evidences of additional best HR practices/new HR systems for display at Accreditation Center	11 new display materials	5	5	5	5.00	
	A29 Percentage of Accreditation documents using new instrument gathered and displayed at HR Accreditation Center	Reviews the new instrument and supporting documents needed and lead the staff in gathering and updating the existing evidences	100% evidences in all four areas under enhanced Prime HRM gathered and packaged	5	5	5	5.00	
Pl. 25. All required HR documents needed by 8 programs for Level III accreditation provided	A30: Supporting HR documents needed by the 8 programs provided	Participates in the workshop called by QAC and provides the possible lists of evidences and reviews the final list of evidences and assigns staff to reproduce	100% of HR evidences reproduced and provided to different programs for level 3 accreditation	5	5	5	5.00	

PI. 26. Number of Narrative Profile of assigned program as self evaluator reviewed and edited for final submission to QAC	A31: Narrative profile of DFST program reviewed and edited and supporting documents checked and additional documents suggested	Reviews the narrative profile per area and edits it for finalization and submission to QAC; Checks supporting documents and suggests additional evidences	4 Narrative Profile (Faculty development, Research & Extension)	4 Narrative Profile (Faculty development, Instruction, Research & Extension) and supporting documents under Facilities	5	5	5	5.00	
PI. 27. Number of approved disposal of records secured	A32: Request for disposal of records approved by NAP	Reviews the list of records for disposal and edits the draft letter request addressed to NAP	1 approval from NAP to dispose records	1 approval	5	5	5	5.00	
ODAHRD MFO 8: Human Resource Management Accreditation									
PI. 29. Number of PRIME-HRM areas ready for assessment for level 2 reaccredited maturity status by CSC	A33: Areas readied for submission to assessment under level 2 reaccredited maturity status	Complies and drives other units and employees comply with remaining requirements for qualification to level 2 reaccredited maturity status	4 areas prepared in preparation for CSC assessment	4 areas ready for level 2 assessment	5	5	5	5.00	
PI. 30. Number of PRIME-HRM areas prepared for level 3 maturity status	A34: Qualified areas prepared for level 2 maturity status	Complies and drives other units and employees comply with remaining requirements for qualification to level 2 reaccredited maturity status	4 areas 100% complete (Recruitment, Selection & Placement; Performance Management; Learning & Development; Rewards & Recognition	4 areas 100% complete, packaged and submitted to CSC Field Office	5	5	5	5.00	
ODAHRD MFO 9: Innovations & new Best Practices Development									
PI. 33. Number of new HR systems designed/existing system revised & endorsed to higher offices/bodies	PI. 35 Number of new HR systems designed/existing system revised & endorsed to higher offices/bodies	Prepares proposals of new HR system and defends it in the committee level until the UADCO (needs BOR approval)	6 HR Systems	9 HR Systems	5	5	5	5.00	9 HR Systems (2 mentoring system, 7 Tracking System for efficiency of RSP (2), L & D (2) PMS, and R & R (2)

PI. 34. Number of new best HR practices/innovations introduced and implemented	PI. 36 Number of new best HR practices/innovations introduced and implemented	Presents VSU's best practices to outside gatherings of HRMPs	6HR best practices	9HR best practices						Tracking efficiency of 4 HR areas, VSU Staff planning, monitoring of progress of scholars, inviting non-finishing scholars during VSFCAS meetings, packaging HR vidences per new guidelines, orientation of PSB members on ORAOHRA, putting all HR policies into MSP (faculty), the HR policies for staff in their MSP, competency based vacancy posting & Job description form
	PI. 37 Number of draft manuals prepared and submitted for approval	Prepares draft manual and submitted for approval	3 manuals	3 manuals (MSP Faculty & Staff & FOI)						
Average Rating (Total Over-all rating divided by 37)										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										
			Outstanding							

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017

Name of Staff: LOURDES B. CANO Position: Director, ODAHRD

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	5.0				

Overall recommendation : _____



REMBERTO A. PATINDOL
Name of Head