



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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 | 4.84 | 70% | 3.38 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.92 | 30% | 1.476 |
| TOTAL NUMERICAL RATING | | | 4.856 |

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.856

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Carren Mae B. Vilbar

CARREN MAE B. VILBAR

Name of Staff

Reviewed by:

Jennifer E. Ando

JENNIFER E. ANDO

Department/Office Head

Recommending Approval:

Honey Sofia V. Colis

HONEY SOFIA V. COLIS

OIC-Director, ODHRM

Approved:

Daniel Leslie S. Tan

DANIEL LESLIE S. TAN

VP, Administrative and Finance

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 1, 2022 - June 30, 2022.

CARREN MAE B. VILBAR

Ratee

Approved:

JENNIFER E. ANDO

Head of Unit

| GASSs/PAPs | Success Indicators | Tasks Assigned | Target (January-December 2022) | 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 | 95% | 5 | 5 | 5 | 5.00 | |
| | PI 2. Number of quality procedures revised/updated and registered at QAC | Provide assistance and inputs in crafting the revision of Quality Procedures. | 2 quality procedures revised and registered | 2 | 5 | 5 | 5 | 5.00 | |
| | PI 3. 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 | Zero NC during surveillance audit |
| | PI 4. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED, QAC and other regulatory bodies | Provides support in the preparation of reports for submission to CSC and Ombudsman | 1 IPCR CY 2019 to CSC 1 SALN CY 2019 to Ombudsman | 1 IPCR CY 2019 to CSC 1 SALN CY 2019 to Ombudsman | 5 | 5 | 5 | 5.00 | |
| | PI 5. 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 | 5 | 5 | 4 | 4.67 | |
| | PI 6. 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 7. 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% compliant | 5 | 5 | 4 | 4.67 | |
| VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS | | | | | | | | | |
| ODAS/HRM STO 3: ARTA aligned frontline services | | | | | | | | | |
| OHRSPPR STO 3: ARTA aligned frontline services | PI 8. 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 | |
| VPAF STO4: INNOVATIONS & BEST PRACTICES | | | | | | | | | |
| ODAS/HRM STO 4: Innovations & new Best Practices Development Services | | | | | | | | | |

| GASSs/PAPs | Success Indicators | Tasks Assigned | Target (January-December 2022) | Actual Accomplishments | Rating | | | | Remarks |
|---|---|--|--|---|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| OHRSPPR STO 4: Innovations & new Best Practices Development Services | PI 9. Percentage implementation of RSP and Payroll processes using the HRIS | Aplication of HRIS module on RSP processes | 100% RSP | 100% | 4 | 5 | 5 | 4.67 | |
| 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 10. Number of administrative services and financial/ administrative documents acted within time frame | Encodes APB and NAPB request in the items of agenda ready for review and deliberations. | NAPB requests (200) APB requests (600) | NAPB requests (152) APB requests (345) | 5 | 5 | 4 | 4.67 | |
| | PI 11. No. of linkages with external agencies maintained | Communicates with external agency on NBC 461 matters | 1 Agency (PASUC Zonal Center) | 1 Agency (PASUC Zonal Center) | 5 | 5 | 5 | 5.00 | |
| | PI 12. No. of council/board/ committee assignments served/functions performed | Serve as secretary for the NBC 461 Committee | 1 Committee | 1 Committee (NBC 461 Committee) | 5 | 5 | 5 | 5.00 | |
| VPAF GASS 2: Human Resource Management and Development | | | | | | | | | |
| ODAS/HRM GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement | | | | | | | | | |
| OHRSPPR GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement | PI 4. Percentage of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President | Encodes APB actions in the excerpts of the approved minutes ready for approval and distribution to concerned departments | 100% ranking and recommendations for faculty positions | 100% | 5 | 5 | 4 | 4.67 | |
| | PI 16. Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed | Assist in the receiving and reviewing of JO contracts for any requirement and format deficiencies | 1000 JO contracts | 651 JO contracts | 5 | 5 | 5 | 5.00 | |
| VPAF GASS 2: Human Resource Management and Development | | | | | | | | | |
| ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services | | | | | | | | | |
| | PI 20. Number of Cert. of Service Record, Certificate of Employment, Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released | Prepares and releases Service Records and Certificates of Employment. Prepares list of qualified personnel who are entitled for Step Increment | 250 Cert. of Service Records 200 Cert. of Employment 12 Lists for Step Increment | 510 Cert. of Service Record 402 Cert of Employment 6 Lists for Step Increment | 5 | 5 | 4 | 4.67 | |
| | PI 21 Percentage of appointments for newly hired employee received and posted | Posts and records appointments for newly hired employee in the Service Card | 100% implementation | 100% | 5 | 5 | 4 | 4.67 | |
| | PI 22 Percentage of Service Cards updated | Updates Service Cards of regular, casual and contractual employees | 100% Service Cards updated | 100% | 5 | 5 | 4 | 4.67 | |
| Total Over-all Rating | | | | | | | | 4.84 | |
| | | Average Rating : | 4.84 | Comments & Recommendations for Development Purposes | | | | | |
| CARREN MAE B. VILBAR | | Additional Points: | | To finish her degree | | | | | |
| | | Punctuality | | | | | | | |
| | | Approved Additional points (with copy of approval) | | | | | | | |
| | | FINAL RATING | | | | | | | |

| GASSs/PAPs | Success Indicators | Tasks Assigned | Target (January-December 2022) | Actual Accomplishments | Rating | | | | Remarks |
|------------|--------------------|-------------------|--------------------------------|------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| | | ADJECTIVAL RATING | | | | | | | |

Evaluated & Rated by:

JENNIFER E. ANDO

OIC - Head, OHRSPPR

Date: 7/12/2022

Recommending Approval:

HONEY SOFIA V. COLIS

OIC- Director, ODHRM

Date: 7/12/2022

Approved by:

DANIEL LESLIE S. TAN

Vice President for Admin & Finance

Date: 7/12/2022

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHRSPPR

Head of Office: JENNIFER E. ANDO


Number of Personnel: 1


| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|------------|---|------|-----------------------|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | | | | | |
| Coaching | | Feb. 8 & 10, 2022 (3rd OAHSPM Meeting) | | | Review of duties & responsibilities relative to office target (OAHSPM) of OAHSPM |

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

Conducted by:

Noted by:


JENNIFER E. ANDO
 Immediate Supervisor


HONEY SOFIA V. COLIS
 Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January- July 2022**

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

Position: **Administrative Aide IV**


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 | | 4.92 | | | | |

Overall recommendation : To attend CSC Related Trainings on RSP


JENNIFER E. ANDO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: _____
Performance Rating: _____

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Regular monitoring & update in the RSP process

Result:

Mastery of RSP processes

Date: _____ Target Date: _____

Next Step:

Attend various CSC and other HR related trainings

Outcome: Highly Competent in the RSP processes

Final Step/Recommendation:

To finish her degree

Prepared by:

JED 7/11/22
JENNIFER E. ADO
Unit Head

Conforme:

Carren 7/11/22
CARREN MAE B. VILBAR
Name of Ratee Faculty/Staff