



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	4.95	70%	3.465
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.917	30%	1.475
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.94

FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: Outstanding


Prepared by:


CARREN MAE B. VILBAR
Name of Staff

Reviewed by:


HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval:


LOURDES B. CANO
Dean/Director

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FOR (PCR)

I, Carren Mae B. Vilbar, of the Office of the Head of RSP 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 **July 1-December 31, 2020**.

Approved:

CARREN MAE B. VILBAR
Ratee


HONEY SOFIA V. COLIS
Head of Unit

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2020)	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	
	PI 2. Number of quality procedures revised/updated and registered at QAC	Provides assistance in encoding the revision of Quality Procedures. Acts as Ddrc	2 quality procedures revised and registered	2	5	5	5	5	
	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	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	
	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	5	5	
	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	4	4	4.33	
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	5	5	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO 3: ARTA aligned frontline services									

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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	1 complaint from clients justified favorably	5	5	5	5	Findings and justifications submitted to ODQA
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS/HRM STO 4: Innovations & new Best Practices Development Services									
OHRSPPR STO 4: Innovations & new Best Practices Development	PI 9. Percentage implementation of RSP and Payroll processes using the HRIS	Implementation of HRIS module on RSP processes	100% RSP	100%	5	5	5	5	
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 requests in the items of agenda ready for review and deliberations.	NAPB requests (100) APB requests (300)	NAPB requests (230) APB requests (466)	5	5	5	5	
	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	
	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	
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 13. Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	Provides a copy of e-mailed application letter to the Staff Incharge for screening and shortlisting	30 online applications	30 online applications	5	5	4	4.67	
	PI 14. 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% (79 positions)	5	5	5	5	
	PI 15. Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	Assist in the reviewing of JO contracts for any requirement and format deficiencies	500 JO contracts	1170 JO contracts	5	5	5	5	

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 19. 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	60 Cert. of Service Records 50 Cert. of Employment Lists for Step Increment 12	168 Cert. of Service Record 419 Cert of Employment 12 Lists for Step Increment	5	5	5	5	
	PI 20 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	5	5	
	PI 21 Percentage of Service Cards updated	Updates Service Cards of regular, casual and contractual employees	100% Service Cards updated	100%	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services									
OHRSPPR GASS 10: PRIME-HRM Aligned Rewards & Recognition Services	PI 16. Percentage implementation of loyalty awards	Provides assistance in preparation of memorabilia for the loyalty awardee	100% of employees entitled to loyalty award	100%	5	5	5	5	
OHRSPPR GASS 11: Payroll and Leave benefits Services	PI 17. Percentage of payroll, vouchers, PACS for personnel benefits prepared, reviewed and released	Secure attachments (Approved Appointment, Assumption to Duty, Oath of Office and DTR) for the preparation of 1st Salary payroll for the newly hired/promoted employee	100% implementation	100%	5	5	5	5	
	PI 18. Percentage of Daily Time Records (DTR), applications for leave, and service credits of faculty checked and processed	Sorts, checks and monitors submission of DTR	100%	100%	5	5	5	5	
Total Over-all Rating								104.00	
				Average Rating :	4.95	Comments & Recommendations for Development Purposes: As dDRC, she is recommended to attend more trainings/seminars related to data management.			
				Additional Points:					
				Punctuality					
				Approved Additional points (with copy of approval)					
				FINAL RATING					
				ADJECTIVAL RATING					

Evaluated & Rated by:


HONEY SOFIA V. COLIS
 Head, RSPPRO
 Date: _____

Recommending Approval:


LOURDES B. CANO
 Director, ODHRM
 Date: _____

Approved by:


REMBERTO A. PATINDOL
 Vice President for Admin & Finance
 Date: _____

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: OHRSPPR


Head of Office: HONEY SOFIA V. COLIS

Number of Personnel: CARREN MAE B. VILBAR

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Every 1st week of the month to keep work performance & output on track					
Coaching					
Improve skills in document preparation by outlining - listen to employee					

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

Conducted by:

HONEY SOFIA V. COLIS
 Immediate Supervisor

Noted by:

LOURDES B. CANO
 Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1, 2020 to December 31, 2020**

Name of Staff: **CAREN MAE B. VILBAR**

Position: **Administrative Aide III**


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
Score	Total				
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	4.917				

Overall recommendation : She has excellent working attitude. She is an integral part of the office especially in the Personnel Information System and reclassification of faculty members


HONEY SOFIA V. COLIS
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CARREN MAE B. VILBAR**

Performance Rating: **January-December 2020**

Aim: To equip herself with the necessary knowledge and understanding of her job as assistant secretary of the evaluation committee for NBC 461.

Proposed Interventions to Improve Performance: **Attendance to national conference training on NBC 461**

Date: _____ Target Date: _____

First Step: Wait for circular from the concerned agencies

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Attended virtual orientations and webinars conducted by the Office of the Director for Quality Assurance for dDRCs

Prepared by:

Honey
HONEY SOFIA V. COLIS
Unit Head

Conforme:

Carren
CARREN MAE B. VILBAR
Administrative Aide III