

PI. 4 No. of linkages with external agencies maintained	A8: Linkages with government agencies which the university transacts business maintained	Strengthens the linkages and smooth working relationship with important government agencies	12 linkages	15(CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, OPCB DBM, NAP, IATF, CSC Central, Ombudsman, Office of the Governor, CHED region, CHED Central, PMS, CIC of MU)	125.00%	5	5	5	5.00	
PI 5. Percentage of ad hoc assignments performed	A9: Ad hoc assignments from the Office of the President performed	Chairs, prepares the IP and defends compliance in Area III (faculty) for the AAACUP Institutional accreditation during actual visit	Passing rating under area III	Passed with high rating area 3 (Faculty)	100.00%	5	5	5	5.00	
ODAHRD MFO 2:										
PI. 6 No. of publications of vacancies submitted to CSC	A10: 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	6 publications	100.00%	5	5	5	5.00	
PI. 7 No. of vacancy announcements prepared & posted in bulletin boards, website & social media	A11: Vacancy announcements posted in bulletin boards and in social media	Reviews the vacancy announcements focusing on the competency requirements, signs and have it posted	30 vacancy announcements reviewed & posted	39 vacancy announcements reviewed & posted	130.00%	5	5	5	5.00	
PI.8 Number of vacant administrative positions opened for applications, applicants screened, interviewed/evaluated and comparative assessments prepared	A12: 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	13 Comparative Assessments of candidates to vacant administrative positions prepared and reviewed ; 2 written examinations for supervisory positions prepared & administered	216.00%	5	5	5	5.00	Written examination for supervisory positions prepared for Training Coordinator and for AO 3
PI.9 Number of ranking of applicants to faculty positions submitted to APB for review and final action by the President	A13: 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	92 ranking and recommendations for faculty positions (49 regular and 43 part-timer)	184.00%	5	5	5	5.00	
PI.10 Number of appointments processed, reviewed, recorded & approved	A14: Approved recommendations of APB, NAPB & Scholarship Committee decisions based on approved minutes	Implements all approved personnel related recommendations embodied in approved minutes of meetings	400 APB/NAPB recommendations VSFC recommendations	467 APB/NAPB recommendations 233 VSFC recommendations	117.00%	5	5	4	4.67	

	A15: All appointments processed, reviewed and recorded without invalidation	Reviews appointment and supporting documents and signs	150 appointments	82 appointments without invalidation	116.00%	5	5	5	5.00	
PI.11 Number of Reports of Appointments Issued (RAI) submitted to and approved by CSC	A16: Report of Appointments Issued submitted to CSC together with a issued Appointments and post	Facilitates preparation, finally reviews, signs and causes its submission to CSC	6 RAI, Part I 6 RAI Part II	6 RAI, Part I 6 RAI Part II	100.00%	5	5	5	5.00	
ODAHRD MFO 3:	Performance Management System services									
PI.12 Percentage submission of IPCRs followed up, monitored and actually received	A17: 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	100.00%	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	A18: In-house trainings, workshops and other HR interventions conducted/facilitated	Conducts and/or facilitates in-house trainings and workshops	6 in-house trainings/HR interventions conducted 300 participants attended	9 in-house trainings/HR interventions conducted 757 participants attended	150.00%	5	5	5	5.00	
PI.14 Number of PhD & MS scholars facilitated, monitored & assisted	A19: PhD scholars facilitated, monitored & assisted	Monitors submission by scholars of progress reports of their studies and documents for the renewal of their scholarship and appointments and other concerns	108 (65 PhD, 43 MS)	112 (77 PhD, 1 Sabbatical Leave, 35 MS)	114.00%	5	5	5	5.00	
PI.15 Percentage of faculty development related requests endorsed to scholarship committee & awards of attendance prepared	A20: Faculty development requests facilitated	Facilitates action on requests/ concerns of scholars for approval by the committee and preparing excerpts of approval of requests	100% of requests	100% of requests	100.00%	5	5	5	5.00	
	A21: Functions as secretary of Academic Scholarship Committee performed	Prepares minutes, excerpts, referendum & endorsements of the Academic Scholarship Committee	6 minutes 150 excerpts 20 referendum 20 endorsements	8 minutes, 211 request, 35 referendum, 35 endorsement and 12 minutes	133.00%	5	5	4	4.67	

PI. 16. No. of scholarship contracts executed within 3 days from receipt of approval	A22. 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	16 contracts	260.00%	5	5	5	5	5.00	
ODAHRD MFO 5:	Rewards & Recognition Services										
PI. 17 Percentage of OPCR ratings reviewed, calibrated and ranked by PMT for PBB purposes	A23. 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	100.00%	5	5	5	5	5.00	
PI. 18. Percentage of IPCR ratings further reviewed by PMT and included in the list of those qualified to PBB for submission to IATF	A24. 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	100.00%	5	5	5	5	5.00	
PI. 19. Number of HAP Nomination packaged and submitted to CSC	A25. HAP nomination of deserving employees packaged and submitted to CSC	Prepares the nomination write up of nominee, reviews those with draft write up, present to PRAISE, assists in securing documents & submits to CSC	4 HAP nominations submitted to CSC	4HAP nomination submitted after reviewed by PRAISE committee	100.00%	5	5	5	5	5.00	
PI. 20. Percentage implementation of Step Increment based on meritorious performance	A26. 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 increment	5% of employees identified as qualified, issued NOSI & paid their step increment	for second half							This will be done in the last quarter of the year only
PI. 21. Percentage of deserving employees given loyalty awards & service pins during Civil Service month celebration	A27. 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	for second half							This will be done in the last quarter of the year only
ODAHRD MFO 6:	Personnel Records Development & Management Services										
PI. 22. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED	A28. Reports required by regulatory bodies acted and complied	Facilitates preparation, finally reviews, signs and cause its submission	100% of required reports	100% of required reports	100.00%	5	5	5	5	5.00	

PI. 30. Number of PRIME-HRM areas prepared for level 3 maturity status	A37. Qualified areas prepared for level 2 maturity status	Prepares all evidences needed and supervises the preparation and display of these evidences ready for CSC assessment and defends VSU compliance during actual onsite assessment	1 area (L & D 75% ready)	1 area (L & D 75% ready since HRIS still in process)	100.00%	5	5	5	5	5.00	3 lenses except full computerization are already complied with and documents ready for assessment anytime
PI. 31 Number of ARTA & Customer Service reorientations conducted	A36. Reorientation on ARTA and Customer Service conducted	Conducts reorientation on ARTA and Customer service to pass the ARTA RCS	2 ARTA and Customer Service Re-orientation conducted	2 ARTA and Customer Service Re-orientation conducted	100.00%	5	5	5	5	5.00	
PI. 32. Number of workshops/writeshops to revise citizens charter	A38. Follow up of VSU 's readiness to surprise ARTA survey & 5S	Distributes copies of required posters, updating and posting of citizen's charter, improvement of office physical set up	80 posters 1 citizen's charter revised Support Office compliant with 5S	80 posters 1 citizen's charter revised Support Office compliant with 5S	100.00%	5	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	A39: New proposals/ guidelines/policies for improved HR management prepared & defended	Prepares HR related proposals	5 HR system	5 HR systems	100.00%	5	5	5	5	5.00	Revised criteria, percentage weight and instrument in rating/ranking teaching applicants; Revised Merit System for Academic Staff; Customer Feedback Mechanism; Use of VSU branding in recruitment; 2017 version of Citizens' charter for enrolment
PI. 34. Number of new best HR practices/innovations introduced and implemented	A40. Innovations & improvement to the existing process proposed and introduced resulting as best practice.	Prepares the draft proposal which is expected to become best practice of VSU	5 new best practices	7 new best practice	133.00%	5	5	5	5	5.00	series of orientations on good customer service; conduct of per department/college/division Strategic planning workshop; Monitoring of progress of studies of scholars; orientation/briefing of scholars of the provisions of their contract before signing as witness ; Daily 15 minute 5 S Habit; Tracked efficiency of RSP; Disseminated 4 HR Quality Procedures for posting; proposed the parttimes as substitute Instructor to save on expenses charged to income)
A41: Sharing of VSU best HR practices to outside agencies	A41: Sharing of VSU best HR practices to outside agencies	Presents VSU's best practices to outside gatherings of HRMPs	2 presentations in outside gatherings; 1 came to benchmark HR practices	2 presentations in outside gatherings (LNU & EVSU)	100.00%	5	5	5	5	5.00	Best practices on SPMS at LNU & Strategic Planning at EVSU; PIT Vice President & team (Feb. 20) and from SSU Samar (May 22) to benchmark
A42. Expert services as resource persons	A42. Expert services as resource persons	Acts as resource persons when requested by other agencies	2 expert services 2 retirement counselling	4 expert services outside 2 retirement counselling (Bumatay & Varron)	150.00%	5	5	5	5	5.00	3 expert services outside approved by President (ATI-NTC, LNU & EVSU) & CFES Strategic Planning Workshop

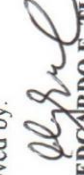
Pl. 35. Number of simplified manuals prepared and submitted for approval	A43: Simplified manuals prepared and submitted	Prepares the draft of the manuals and reviews 2 other manuals	1 draft Manual prepared	1 FOI manual draft submitted	100.00%	5	5	5	5.00	To comply with AO 25 requirement
Average Rating (Total Over-all rating divided by 36)										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Received by: _____ Calibrated by: _____ Recommending Approval: _____ Approved by: _____


TERESITA L. QUINOLA
Head, PRPEO
Date: _____


REMBERTO A. PATINDOL
PMT
Date: _____


REMBERTO A. PATINDOL
Vice President
Date: _____


EDGARDO E. TULIN
President
Date: _____

Comments & Recommendations for Development Purpose:
Good job. Please train unit heads in other divisions to prepare manuals and in introducing innovations.

4.86

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 **January 1, 2017 to June 30, 2017**.

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	3,500 of documents	4,312 documents acted						
	A3: No. of offices and personnel directly supervised	LB Cano	3 offices 5 permanent & 2 JO personnel	3 offices 5 permanent & 2 JO personnel	100%	5	5	5	5.00	
	A4: Clients seeking consultation services served and satisfied	Entertains clients for consultation services	60 clients' consultation	70 clients	116.00%	5	5	5	5.00	
	A5: Membership in committees/boards performed	Attends meetings of BAC, APB, NAPB & PMT as member; Edits all APB & NAPB minutes	6APB 3 PMT 3 NAPB, 6VSFAC, 15BAC	6APB 7 PMT. 1VSAC 3QMS, 1PRAISE 4 NAPB, 8VSFAC, 7BAC	100.00%	5	5	4	4.67	
	A6: 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	10 SARO NCA	100.00%	5	5	5	5.00	
PI 3. No. of offices and personnel directly supervised	A7: 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 6 staff	3 offices staff	100.00%	5	5	5	5.00	

PI. 4 No. of linkages with external agencies maintained	A8: Linkages with government agencies which the university transacts business maintained	Strengthens the linkages and smooth working relationship with important government agencies	12 linkages	15(CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, OPCCB DBM, NAP, IATF, CSC Central, Ombudsman, Office of the Governor, CHED region, CHED Central, PMS. CIC of MU)	125.00%	5	5	5	5.00	
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ODAHRD MFO 3:	Performance Management System services										
PI. 12 Percentage submission of IPCRs followed up, monitored and received	A17. 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	100.00%	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	A18. In-house trainings, workshops and other HR interventions conducted/facilitated	Conducts and/or facilitates in-house trainings and workshops	6 in-house trainings/ HR interventions conducted 300 participants attended	9 in-house trainings/ HR interventions conducted 757 participants attended	150.00%	5	5	5	5	5.00	
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PI. 15 Percentage of faculty development requests endorsed to scholarship committee & awards of attendance prepared	A20: Faculty development requests facilitated	Facilitates action on requests/ concerns of scholars for approval by the committee and preparing excerpts of approval of requests	100% of requests	100% of requests	100.00%	5	5	5	5	5.00	
	A21. Functions as secretary of Academic Scholarship Committee performed	Prepares minutes, excerpts, referendum & endorsements of the Academic Scholarship Committee	6 minutes 150 excerpts 20 referendum 20 endorsements	8 minutes, 211 request, 35 referendum, 35 endorsement and 12 minutes	133.00%	5	5	4	4	4.67	

PI. 16. No. of scholarship contracts executed within 3 days from receipt of approval	A22. 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 ontract and signs as witness	10 contracts	16 contracts	260.00%	5	5	5	5	5.00	
ODAHRD MFO 5:	Rewards & Recognition Services										
PI. 17 Percentage of OPCR ratings reviewed, calibrated and ranked by PMT for PBB purposes	A23. 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	100.00%	5	5	5	5	5.00	
PI. 18. Percentage of IPCR ratings further reviewed by PMT and included in the list of those qualified to PBB for submission to IATF	A24. 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	100.00%	5	5	5	5	5.00	
PI. 19. Number of HAP Nomination packaged and submitted to CSC	A25. HAP nomination of deserving employees packaged and submitted to CSC	Prepares the nomination write up of nominee, reviews those with draft write up, present to PRAISE, assists in securing documents & submits to CSC	4 HAP nominations submitted to CSC	4HAP nomination submitted after reviewed by PRAISE committee	100.00%	5	5	5	5	5.00	
PI. 20. Percentage implementation of Step Increment based on meritorious performance	A26. 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 increment	5% of employees identified as qualified, issued NOSI & paid their step increment	for second half							This will be done in the last quarter of the year only
PI. 21. Percentage of deserving employees given loyalty awards & service pins during Civil Service month celebration	A27. 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	for second half							This will be done in the last quarter of the year only
ODAHRD MFO 6:	Personnel Records Development & Management Services										
PI. 22. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED	A28. Reports required by regulatory bodies acted and complied	Facilitates preparation, finally reviews, signs and cause its submission	100% of required reports	100% of required reports	100.00%	5	5	5	5	5.00	

PI. 23. Number of Reports & budgetary requirements requested by OP/Budget Office	A29: All budgetary reports of the university performed	Facilitates preparation, finally reviews, signs and causes its submission	100% of required reports	100.00%	5	5	5	5	5.00	
ODAHRD MFO. 7	Records and Archives Management									
PI. 24. No. of new accreditation documents gathered and displayed at HR Accreditation Center	A30: Accreditation & archives center management	Provides evidences of additional best HR practices/new HR systems for display at Accreditation Center	10 new evidences (certificates, systems and manuals)	5 certificates and 13 new manuals (3 HR Manuals, Quality Manual, 6 documented procedures, 2 Quality Procedures, 2 Work Instructions)	180.00%	5	5	5	5.00	
	A31 No. of new accreditation documents gathered and displayed at HR Accreditation Center	L. Cano, A. Sevilla, F. Israel, M. F. Gavanilo, L. Managbanag	100% evidences under enhanced Prime HRM updated	100% evidences under enhanced Prime HRM updated	100.00%	5	5	5	5.00	
PI. 25. All required HR documents under Area 3 of AACUP institutional accreditation prepared/gathered	A32: Supporting HR documents under Area 3 gathered and bound for display at QAC	Presides meetings of committee members and follows up submission by committee members and finalizes the list of supporting documents	100% of evidences required of the four parameters in Area 3 gathered	100% of required evidences, Institutional Profile for Area 3 prepared and finalized	100.00%	5	5	5	5.00	
PI. 26. Institutional Profile under Area 3 (Faculty) prepared, finalized and submitted to QAC	A33: Institutional profile for Area 3 prepared, finalized and submitted to QAC	Prepares the draft Institutional profile, finalized after review by internal/external	1 Institutional Profile (IP) forwarded to QAC	1 IP prepared, finalized, submitted to QAC & defended before the AACUP accreditors & Area 3 got high passed rating	100.00%	5	5	5	5.00	
PI. 27. Number of approved disposal of records secured	A34: 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	100.00%	5	5	5	5.00	
ODAHRD MFO 8:	Human Resource Management Accreditation									
PI.28. Membership in the university QMS team	A35: Work assignment as QMS team performed	Attends meetings of the QMS team and conducts workshops when necessary	2 meetings 2 workshops	3 meetings workshops	125.00%	5	5	5	5.00	
PI. 29. Number of PRIME-HRM areas ready for assessment for level 2 reaccredited maturity status by CSC	A36: 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	100.00%	5	5	5	5.00	

PI. 30. Number of PRIME-HRM areas prepared for level 3 maturity status	A37. Qualified areas prepared for level 2 maturity status	Prepares all evidences needed and supervises the preparation and display of these evidences ready for CSC assessment and defends VSU compliance during actual onsite assessment	1 area (L & D 75% ready)	1 area (L & D 75% ready since HRIS still in process)	100.00%	5	5	5	5	5.00	3 lenses except full computerization are already complied with and documents ready for assessment anytime
PI. 31 Number of ARTA & Customer Service reorientations conducted	A36. Reorientation on ARTA and Customer Service conducted	Conducts reorientation on ARTA and Customer service to pass the ARTA RCS	2 ARTA and Customer Service Re-orientation conducted	2 ARTA and Customer Service Re-orientation conducted	100.00%	5	5	5	5	5.00	
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ODAHRD MFO 9:	Innovations & new Best Practices Development										
PI. 33. Number of new HR systems designed/existing system revised & endorsed to higher offices/bodies	A39: New proposals/ guidelines/policies for improved HR management prepared & defended	Prepares HR related proposals	5 HR system	5 HR systems	100.00%	5	5	5	5	5.00	Revised criteria, percentage weight and instrument in rating/ranking teaching applicants; Revised Merit System for Academic Staff; Customer Feedback Mechanism; Use of VSU branding in recruitment; 2017 version of Citizens' charter for enrollment
PI. 34. Number of new best HR practices/innovations introduced and implemented	A40. Innovations & improvement to the existing process proposed and introduced resulting as best practice.	Prepares the draft proposal which is expected to become best practice of VSU	5 new best practices	7 new best practice	133.00%	5	5	5	5	5.00	series of orientations on good customer service; conduct of per department/college/division Strategic planning workshop; Monitoring of progress of studies of scholars; orientation/briefing of scholars of the provisions of their contract before signing as witness ; Daily 15 minute 5 S Habit; Tracked efficiency of RSP; Disseminated 4 HR Quality Procedures for posting; proposed the parttimes as substitute instructor to save on expenses charged to income)
	A41: Sharing of VSU best HR practices to outside agencies	Presents VSU's best practices to outside gatherings of HRMPs	2 presentations in outside gatherings; 1 came to benchmark HR practices	2 presentations in outside gatherings (LNU & EVSU)	100.00%	5	5	5	5	5.00	Best practices on SPMS at LNU & Strategic Planning at EVSU: PIT Vice President & team (Feb. 20) and from SSU Samar (May 22) to benchmark
	A42. Expert services as resource persons	Acts as resource persons when requested by other agencies	2 expert services 2 retirement counselling	4 expert services outside 2 retirement counselling (Bumatay & Varron)	150.00%	5	5	5	5	5.00	3 expert services outside approved by President (ATI-NTC, LNU & EVSU) & CFES Strategic Planning Workshop

PL 35. Number of simplified manuals prepared and submitted for approval	A43: Simplified manuals prepared and submitted	Prepares the draft of the manuals and reviews 2 other manuals	1 draft Manual prepared	1 FOI manual draft submitted	100.00%	5	5	5	5.00	To comply with AO 25 requirement
Average Rating (Total Over-all rating divided by 36)										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Received by:

Calibrated by:

Recommended Approval:

TERESITA L. QUITANOLA
Head, PRPEO

REMBERTO A. PATINDOL
Vice President

EDGARDO E. TULIN
President

Date:

Date:

Date:

Date:

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2017

Name of Staff: **Dr. LOURDES B. CANO** Position: Supervising Chief Admin Officer

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

improvement of his work accomplishment					
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					

Overall recommendation : _____



REMBERTO A. PATINDOL
Supervisor

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2017

Name of Staff: **Dr. LOURDES B. CANO** Position: Supervising Chief Admin Officer

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

improvement of his work accomplishment					
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					

Overall recommendation : _____


REMBERTO A. PATINDOL
 Supervisor

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2017Name of Staff: LOURDES B. CANO Position: Chief Administrative Officer

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		60				

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		25				
Average Score		5.00				

Overall recommendation : _____


REMBERTO A. PATINDOL
Name of Head

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January-June 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	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.9

TOTAL NUMERICAL RATING: 4.9
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.9
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

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January-June 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	4.86	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.9

TOTAL NUMERICAL RATING: 4.9

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.9

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dr. Lourdes B. Cano
Performance Rating: Outstanding

Aim: To further enhance her knowledge on Learning and Development and to slowly develop her potential to assume higher responsibilities in the future.

Proposed Interventions to Improve Performance and/or competence and qualification to assume higher responsibilities:

Date: January 3, 2017 Target Date: December, 2017

First Step: Attend meetings with CSC officials, CSC updates and other activities conducted by the CSC .

Result: She can already be relied to package documents and evidences on PRIME-HRM

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Send her to attend formal training on Training Management or related trainings to be conducted by the Civil Service Institute

Prepared by:


REMBERTO A. PATINDOL
Unit Head