



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **HONEY SOFIA V. COLIS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	<u>4.918</u>	70%	<u>3.44</u>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	<u>4.89</u>	30%	<u>1.46</u>
<b>TOTAL NUMERICAL RATING</b>			<u>4.90</u>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

HONEY SOFIA V. COLIS

Name of Staff

Reviewed by:

LOURDES B. CANO

Department/Office Head

Recommending Approval:

LOURDES B. CANO

Dean/Director

Approved:


REMBERTO A. PATINDOL

Vice President

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, HONEY SOFIA V. COLIS, of Personnel Records and Performance Evaluation Office 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-December 31, 2020.

  
**HONEY SOFIA V. COLIS**  
 Ratee

Approved:   
**LOURDES B. CANO**  
 Director, ODA-HRD

MFOs/PAPs	Success Indicators	Tasks Assigned	Target (January-June 2020)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5. SUPPORT TO OPERATIONS									
OVPAF MFO1: ISO-aligned management and administrative support services									
ODAHRD MFO1: ISO-aligned Personnel Records Development & Management Services									
PRPEO MFO1: ISO-aligned Personnel Records Development & Management Services	PI 1. Percentage compliant of all HR processes to ISO Standards	Supervise PRPREO staff for the implementation of all HR processes compliant to ISO standards	100% compliant	100 compliant	5	5	5	5	
UMFO6: General Administrative and Support Services (GASS)									
OVPAF MFO2: Administrative and Support Management Services									
ODAHRD MFO2: Human Resource Management and Development Services									
PRPEO MFO2: Human Resource Management and Development Services	PI 2. Efficient & customer-friendly frontline services	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero percent complaint from clients served	1 complaint but the issue was not valid	5	5	5	5	
	PI 3. Percentage of acted financial and administrative documents within delegated authority within one day from receipt	Act on financial and administrative documents within delegated authority within one day from receipt	100% of documents	100%	5	5	5	5	
	PI 4. No. of linkages with external agencies maintained	Maintain linkages with external agencies	8 agencies (CSC Ormoc, CSC Reg., DBM Reg. 8, PASUC 8 Zonal Center, CHED 8, Ombudsman, GSIS, LBP-Baybay)	8	5	5	5	5	



MFOs/PAPs	Success Indicators	Tasks Assigned	Target (January-June 2020)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>PRPEO MFO3: Administration of Salary, Leave and other benefits of employee</b>	<b>PI 5.</b> Percentage of payroll, vouchers, PACS for personnel benefits prepared, reviewed and released	Review and sign payroll, vouchers, PACS for personnel benefits	100% implementation	100%	5	5	5	5	
	<b>PI 6.</b> Percentage of Daily Time Records (DTR), applications for leave, and service credits of faculty checked and processed	Review and sign applications for leave and service credits of faculty	DTR=3000 Leave application=3000	DTR=1613 Leave application=1600	5	5	4	4.67	
	<b>PI 7.</b> Percentage of terminal leave benefits computed, prepared and submitted to DBM for funding	Review and sign the audited terminal leave benefits and submit to DBM for funding	100% implementation	100%	5	5	5	4.67	
	<b>PI 8.</b> Number of updated Service Record, Certificate of Employment, Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Review and sign updated service record, certificate of employment, NOSI and NOSA	60 Service Records 50 Cert. of Employment 670 NOSA 150 NOSI	141 Service Record 266 Cert of Employment 750 NOSA 144 NOSI	5	5	5	5	
	<b>PI 9.</b> Percentage of SALNs reviewed and submitted to CSC/Ombudsman	Act as member of Review and Compliance committee of SALNs for submission to CSC/Ombudsman	100% implementation						submission was moved to Oct 30, 2020 due to CoVID
<b>ODAHRD MFO3: ARTA, FOI and Data Privacy aligned services</b>									
<b>PRPEO MFO4: ARTA, FOI and Data Privacy aligned services</b>	<b>PI 12.</b> Percentage of external clients served and rated the service received as Very Satisfactory or higher	Provide ARTA, FOI and Data Privacy-aligned services to external clients	100% of clients served rated the service as Very Satisfactory or higher	100%	5	5	5	5	
<b>ODAHRD MFO4: PRIME-HRM compliant in RSP, PM, L&amp;D and R&amp;R</b>									
<b>PRPEO MFO5: PRIME-HRM compliant in Recruitment, Selection and Placement (RSP)</b>	<b>PI 13.</b> Percentage of required RSP evidences packaged for PRIME-HRM Level III accreditation	Package required RSP evidences for PRIME-HRM Level III accreditation	100% of required evidences on RSP						to be accomplished Dec. 2020
	<b>PI 14.</b> Number of Personnel Boards/Committee assignments performed	Perform assignments on 2 Personnel Boards (NAPB & APB), NBC 461 Committee	2 Personnel Boards (NAPB & APB), NBC 461 Committee	2 Personnel Boards	5	5	5	5	



MFOs/PAPs	Success Indicators	Tasks Assigned	Target (January-June 2020)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>PI 15.</b> Percentage of applicants for administrative positions profiled	Review the profile of job applicants for administrative positions	100% implementation	50%	5	5	4	4.67	
	<b>PI 16.</b> Percentage of pre and final assessment (comparative assessment) of job applicants prepared and submitted for NAPB recommendation	Prepare/review pre and final assessment (comparative assessment) of job applicants for NAPB recommendation	100% implementation	50%	5	5	4	4.67	
	<b>PI 17.</b> Percentage of ranking of applicants on faculty positions and NBC 461 documents reviewed/authenticated for APB recommendation/PASUC	Review/authenticate documents of applicants for faculty positions through NBC 461 criteria for APB recommendation/PASUC	100% implementation	50%	5	5	5	5	
	<b>PI 18.</b> Number of on-boarding seminar/orientation for newly-hired faculty and staff	Serve as resource person during on-boarding seminar/orientation for newly-hired faculty and staff	3 on-boarding seminars/orientations	2	5	5	5	5	to be fully accomplished on Dec. 2020
	<b>PI 19.</b> Percentage of records of Job Order employees maintained	Review and sign contract of Job Order employees	100% implementation	100%	5	5	5	5	
<b>PRPEO MFO6: PRIME-HRM compliant in Performance Management (PM)</b>	<b>PI 22.</b> Percentage of data from IPCRs consolidated to identify employees who may be recommended for university and meritorious award	Identify employees who may be recommended for university and meritorious award	100% implementation						to be fully accomplished on Dec. 2020
<b>PRPEO MFO7: PRIME-HRM compliant in Reward and Recognition (R&amp;R)</b>	<b>PI 24.</b> Percentage implementation of loyalty awards	Identify and endorse VSU employees for loyalty award based on VSU/CSC/DBM policy	100% implementation						to be fully accomplished on Sept. 2020
<b>ODAHRD MFO5: Innovations/changes for continued Improvement or Improved Services</b>									
<b>PRPEO MFO8. Innovations/changes for continued Improvement or Improved Services</b>	<b>PI 25.</b> Number of Quality Procedures revised	Revise 2 Quality procedures	2 Quality Procedures (Revised QP on RSP for Faculty and Adm Staff)	50%	5	5	5	5	to be fully accomplished on Dec. 2020
	<b>PI 26.</b> Number of new/revised HR systems introduced	Introduce or revise 1 HR system	1 HR system (for revision)	1 Merit System for Faculty 1 Merit System for Adm. Staff					to be fully accomplished on Dec. 2020

MFOs/PAPs	Success Indicators	Tasks Assigned	Target (January-June 2020)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 27. Number of operation manual crafted	Craft 1 operation manual	1 Leave Manual for Faculty						to be fully accomplished on Dec. 2020
Total Over-all Rating								78.68	

Average Rating (Total Over-all rating divided by 16)	4.918
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.918
ADJECTIVAL RATING	Outstanding

**Comments & Recommendations for Development Purpose:**

Should finish doctorate degree and to attend more leadership and managerial trainings

Evaluated & rated by:

**LOURDES B. CANO**

Director, ODA-HRD

Date: \_\_\_\_\_

Recommending approval:

**REMBERTO A. PATINDOL**

VP for Admin & Finance

Date: \_\_\_\_\_

Approved by:

**EDGARDO E. TULIN**

University President

Date: \_\_\_\_\_

1 - Quality (Q)

2 - Efficiency (E)

3 - Timeliness (T)

4 - Average (A)





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1, 2020 to June 30, 2020**

Name of Staff: **HONEY SOFIA V. COLIS**

Position: **Administrative Officer V**

**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		83				
Average Score		4.88				

Overall recommendation

: she has the potential to assume leadership position.

  
**LOURDES B. CANO**  
 Director/Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: PRPEO

Director/Head of Office: Lourdes B. Cano

Number of Personnel: Honey Colis, J. Ando, L. Alcover, M. F. Gayanilo, R. Bitana, J. Jayme  
M. dela Torre, M. Lao

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Phone calls discussing HR issues for resolutions. Review of emails sent	Monthly conducting of staff meeting assessing performance, problems meet + solution offered + target for the ff. month		Deliberations during APB + AAPB meetings	
Coaching	Individual calls and individual staff meeting to deliberate current issues	Group staff meeting to deliberate issues faced			

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

Conducted by:

Lourdes B. Cano  
Immediate Supervisor

Noted by:

Remberto A. Portindol  
Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Honey Sofia V. Colis

Performance Rating: January- June 2020

Aim: Enhance leadership and managerial competencies as potential leader in HRM

Proposed Interventions to Improve Performance: completion of doctorate degree, mentoring and attendance to further trainings

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: Send her to attend HR related trainings conducted by CSC

Result: Consistent of the systems, practices and processes of the RSP area

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_


Next Step: Mentoring on leadership and further attendance to leadership + managerial training

Outcome: Already consistent to lead not only REPRO but also the leave administration, payroll and PMRL units under ODHRM


Final Step/Recommendation:

to finish her doctorate degree.

Prepared by:

  
**LOURDES B. CANO**  
Unit Head

Conforme:

  
**HONEY SOFIA V. COLIS**  
Administrative Officer V