

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION**  
**January to June 2018**

Name of Administrative Staff: **LOURDES B. CANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			4.97

TOTAL NUMERICAL RATING: 4.97

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**  
 VP for Adm. & Finance


Approved:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

# **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 January 1, 2018 to June 30, 2018.

  
**LOURDES B. CANO**  
Ratee

  
**REMBERTO A. PATINDOL**  
Rater

MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - DEcember 2018	Accomplishments	Rating				Remarks
				Actual Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	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	5383 documents	5	5	5	5.00	
	A3: No. of offices and personnel directly supervised	LB Cano	3 offices 5 permanent & 2 JO personnel	3 offices 5 permanent & 2 JO personnel	5	5	5	5.00	
	A4: Clients seeking consultation services served and satisfied	Entertains clients for consultation services	60 clients' consultation	89 clients	5	5	5	5.00	
	A5: Membership in committees/boards functions performed	Attends meetings of BAC, APB, NAPB, VSAC & PMT as member; Edits all APB & NAPB minutes; and take down and prepares minutes of VSFCAS as secretary	39 meetings 6APB 3 PMT 3 NAPB, , 6VSCAS, 15BAC meetings VSFCAS meeting 6	66 meetings (4 ISO, 3 PMT, 8 NAPB, 7 APB, 31 BAC, 6 VSFC, 7 Adm. Scholarship)	5	5	5	5.00	

	A6. Reports required by regulatory bodies such as CSC, Ombudsman, DBM, PASUC, CHED acted and complied	Reviews required reports, signs if already in order and cause its submission	6 Accession, 6 Separation and 100% of other required reports	6 Accession, 6 separation and 100% of other required reports (1 IGHR, 48 VARIOUS csc & CHED reports, PASUC Reports)	5	5	5	5.00	
	A7. All budgetary reports of the university prepared and submitted to OP/Budget Office	Reviews required budgetary reports, signs if already in order and cause its submission	100% of required DBM reports	100% of required DBM reports	5	5	4	4.67	
PI 3. No. of offices and personnel directly supervised	A8. Offices under the division and all staff supervised, led and directed to ensure attainment of mandated functions and targeted outputs attained	Provides direction and supervision of units under the office and directly supervises subordinates	3 offices 6 staff	3 offices staff 6	5	5	4	4.67	
PI 4 No. of linkages with external agencies maintained	A9: Linkages with government agencies which the university transacts business maintained	Strengthens the linkages and smooth working relationship with important government agencies	12 linkages	15 linkages	5	5	5	5.00	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
PI 5. Number of ad hoc assignments performed	A10: Ad hoc assignments from the Office of the President performed	Attends all meetings of ad hoc assignments including PASUC TWG on ROSSSS and prepares PPP for next TWG/PASUC meeting and revised version of ROSSSS after every meeting/writesop	6 TWG meetings/ writeshop 3 ROSSSS revisions 3 power point presentation	6 TWG meetings/ writeshop 6 ROSSSS revisions 3 power point presentation	5	5	5	5.00	6 TWG meetings, 6 ROSSSS revisions, 3 PPP during PASUC meetings
PI 6 No. of Personnel Board/Committee assignment performed	A11: Personnel Board/Committee functions and assignments performed	Performs functions, attends or sends representatives meetings of the Personnel Boards and Committees and prepares proposals as required for deliberation	2 Personnel Boards (APB & NAPB) 2 Scholarship Committees (Academic & Administrative) 1 1 PMT 1 PRAISE 1 BAC	2 Personnel Boards (APB & NAPB) 2 Scholarship Committees (Academic & Administrative) 1 PMT 1 PRAISE 1 BAC	5	5	4	4.67	11 Committees: QCE, AACUP, NAPB, PMT, VSFC-A, VSFC-NA, BAC, GAD-TWG, QMS, ISA, UADCO
ODAHRD MFO 2:	Compliance of existing HRM practices to PRIME-HRM STANDARDS, Level 2 maturity status								
	Recruitment, Selection and Placement								



<b>PI.8</b> EEOP compliant policies on recruitment, selection and placement prepared and approved	<b>A12:</b> EEOP Compliant Merit Systems prepared approved and submitted to CSC	Prepares the draft EEOP compliant Merit Systems (faculty & staff) and submits for review and approval by BOR & CSC	1 EEOP Compliant MSP for faculty and 1 for administrative staff prepared, approved by BOR & submitted to CSC	2 EEOP Compliant MSPs approved by BOR & submitted to CSC	5	5	5	5.00	
<b>PI.9</b> Efficient and effective talent sourcing and screening using approved criteria	<b>A13.</b> Publications of vacant administrative positions posted in the CSC bulletin of vacant positions, in website and bulletin boards	Reviews the draft publication announcement, submits to CSC, and cause posting in website and bulletin boards	100% of all vacant positions for posting posted at the CSC bulletin, at the website and bulletin boards	100% vacancy for academic positions posted	5	5	5	5.00	
	<b>A14.</b> Vacancy announcements from academic departments and units reviewed, finalized and signed and a copy posted at the website	Reviews the vacancy announcements to ensure the competency requirements are indicated, signs, returns a copy to the department for their talent sourcing and have a copy posted at the website	100% of all draft vacancy announcements reviewed, signed and posted at the website and bulletin boards	100% vacancy announcements from departments signed and a copy posted at the website	5	5	5	5.00	Vacancy announcements posted by Personnel Committees, sent to professional organizations while ODAHRD submit a copy for posting at the VSU website
<b>PI.10</b> Percentage of approved recommendations to hire/promote processed within turn around time and reports submitted	<b>A15.</b> Applicants to vacant administrative positions initially screened, interview/evaluated and comparative assessments prepared	Forwards applications to PRPEO for scheduling of shortlisting & screening of shortlisted applicants, prepares and conducts skills examination for applicants and participates in the actual interview	6 Comparative Assessments reviewed; 2 written skills examinations prepared & administered to applicants	22 Comparative Assessment 5 written skills tests prepared & administered	5	5	5	5.00	
	<b>A16.</b> Ranking of applicants to faculty positions reviewed and evaluated as to compliance of all HR policies and processes of VSU	Participates in the review and evaluation of ranking of faculty applicants submitted by Personnel Committees to APB to ensure compliance to HR policies and processes	40 ranking and recommendations for faculty positions	42 ranking/recommendation for hiring of faculty	5	5	5	5.00	
	<b>A17.</b> APB, NAPB, VSFCAS & VASC minutes reviewed and edited	Reviews and edits the draft minutes, referendum and excerpts of the four personnel committees and if already in order, signs as member of said committees	6 APB 6 NAPB minutes 6 VSFCAS minutes 20 VSFCAS referendum 20 indorsements 200 VSFCAS excerpts 6 VSAS minutes	9 APB 7 NAPB minutes 10 VSFCAS minutes 30 VSFCAS referendum 30 indorsements 268 VSFCAS excerpts 8 VSAS minutes	5	5	5	5.00	

	A18. All appointments processed, reviewed and recorded without invalidation	Reviews appointment and supporting documents and signs	60 appointments	89 appointments	5	5	5	5.00	
	A19. Report of Appointments Issued prepared abd 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 RAI, Part I 6 RAI Part II	6 RAI, Part I 6 RAI Part II	5	5	5	5.00	
PI.11 Effective and efficient implementation of on boarding program for new employees	A20. Number of new appointee welcomed, brief of needed documents and given forms and checklist of requirements	Welcomes the new appointee and briefs to submit documents asap to facilitate his/her first salary	10 new appointee	13 ( 4 admin, 9 faculty)	5	5	5	5.00	
	A21. Orientation of new appointees scheduled and actually conducted and all new appointees have attended	Reviews and signs the training design and acts as resource speaker on human dynamics and SPMS	2 training design 300 participants	2 training design 373 participants	5	5	4	4.67	
	A22. Newly hired and newly promoted employees are officially introduced during PSC anniversary opening program and officially inducted into the university system	Supervises the preparation for the PSC anniversary celebration opening program and presentation and induction of newly hired and promoted employees	100% of newly hired and promoted employees introduced	second half					during PSC anniversary celebration
	<b>Performance Management System services</b>								
PI. 12 EEOP compliant performance management system prepared and approved by CSC	A23 .Enhanced & EOP compliant SPMS prepared and submitted for approval	Prepares the draft Enhanced & EOP compliant SPMS, secures approval from the President and submits to CSC for approval	! EOP compliant SPMS prepared and submitted to CSC	! EOP compliant SPMS prepared and submitted to CSC	5	5	5	5.00	



PI. 13 Percentage of EEOP compliant performance management system administered and submission of IPCRs monitored	A24. IPCR targets and ratings submission monitored and actual submission received	Monitors status of OPCR and IPCR submissions and provides guidance and provides support to in charge and assist in imposing submission by offices and departments	IP messages sent to all units; 1 draft memo facilitated & signed by the President	IP messages sent to all units; 1 draft memo facilitated & signed by the President	5	5	4	4.67	
	<b>Learning and Development Services</b>								
PI. 14 EEOP compliant Learning & Development policies prepared and approved by CSC	A25. Enhanced & EOP compliant L & D policies (faculty & staff) approved by CSC	Prepares the draft Enhanced and EOP compliant L and D Policies both for the faculty and administrative staff & submits a copy to CSC for information	2 EOP compliant L & D policies prepared and submitted to CSC	2 EOP compliant L & D policies prepared and submitted to CSC	5	5	5	5.00	
PI. 15 Percentage implementation of learning and development policies for faculty and staff facilitated and monitored	A26: Requests for faculty development facilitated	Submits requests of faculty for attendance to training/for a/conferences to the scholarship committee for recommendation to the President and prepares excerpts of approved	3 scholarship/ assistantship 150 attendance to trainings/for a/etc. sabbatical leave/secondment	5 scholarship/ assistantship 263 attendance to trainings/for a/etc. 1 sabbatical leave/secondment	5	5	5	5.00	
	A27. 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	10 Minutes, 30 referendum, 30 endorsement and 268 excerpts	5	5	5	5.00	
	A28. 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	3 contracts	6 contracts	5	5	5	5.00	
	A29: Faculty and staff scholarship (new/renewal) facilitated, monitored & assisted	Prepares contract for new scholars and monitors submission of progress reports of existing scholars for the renewal of their scholarship	10 new scholars existing scholars (88 PhD, 57 MS)	17 new scholars existing scholars (88 PhD, 57 MS)	5	5	5	5.00	

PI.16 Number of in-house trainings conducted based on approved training design and executed, monitored and evaluated	A30. 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	10 in-house training and 373 participants	5	5	5	5.00	
	A31. Expert services as resource person during in-house trainings performed	Acts as resource person during in house trainings and workshops	6 expert services as RP	8 expert services as RP	5	5	5	5.00	
	<b>Rewards and Recognition</b>								
PI. 17 EOP compliant Enhanced PRAISE prepared and approved by CSC	A32. Enhanced & EOP compliant PRAISE prepared and approved by CSC	EOP compliant PRAISE prepared and submitted for approval	1 EOP PRAISE prepared and submitted	1 EOP PRAISE prepared and submitted	5	5	5	5.00	
PI. 18 Percentage implementation of rewards and recognition policies monitored, followed up and facilitated	A33. 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% submitted OPCR ratings calibrated and delivery units finally ranked by PMT	100% submitted OPCR ratings calibrated and delivery units finally ranked by PMT	5	5	5	5.00	
	A34. 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 submitted IPCR ratings reviewed and qualified employees to PBB identified	100% of submitted IPCR ratings reviewed and qualified employees to PBB identified	5	5	5	5.00	
	A35. PSC celebration culmination program with fun run and awarding of loyalty award and service pins successfully held	Organizes and coordinates the Fun Run, giving of loyalty award and service pins during PSC anniversary culmination program	100% successful culmination program of the PSC with Fun Run and giving of loyalty award and service pin held	For second half only					
	A36. 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	For second half only					




<b>PI. 19</b> Percentage of nominees to CSC Honors & Awards program assisted and nomination write up submitted on or before deadline	<b>A37.</b> 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	4 HAP nominations submitted to CSC	5	5	5	5.00	
<b>ODAHRD MFO 3:</b>	<b>Compliance of existing office HRM practices compliant to ISO 9001:2015</b>								
<b>PI. 21</b> Percentage compliance to ISO 9001:2015 documentation requirements	<b>A38.</b> HR flow process in four HR areas revised, finalized and disseminated	Prepares simplified flow processes of all four HR areas and disseminate to all employees	2 RSP process 2 L & D process 1 PM process 3 R & R process	2 RSP process 2 L & D process 1 PM process 3 R & R process	5	5	5	5.00	
	<b>A39.</b> HR practices complies with prescribed policies and practices and therefore, ISO compliant	Conducts series of orientation among all employees on VSU HR policies and processes	__ orientations conducted __ participants attending the orientations	second half					
<b>PI. 22</b> Percentage compliance to 5S on office and documents management	<b>A40.</b> Office set up and records management and control 95% 5S compliant	Implements 5S in own office and staff offices	office set up & records 95% 5 S compliant	95% 5 S compliant office and records	4	5	5	4.67	
<b>ODAHRD MFO 4:</b>	<b>Percentage of CSC validation of approved appointments</b>								
<b>PI. 23</b> Percentage CSC validation of approved appointments	<b>A41.</b> All appointments processed and submitted to CSC passed in audit without invalidation	Reviews all appointments issued to ensure in accordance with policies and procedures and required documents are complied	100% validation (zero invalidation) of all appointments issued	100% validation (zero invalidation) of all appointments issued	5	5	5	5.00	
<b>ODAHRD MFO 5:</b>	<b>Efficient data base/records management compliant to ISO standards</b>								
<b>PI. 24</b> Number of computer based HR records management system maintained and updated	<b>A42.</b> Webbased data base of HR records maintained and required documents per PRIME HRM uploaded for faster retrieval	Prepares and uploads required documents to be uploaded in the ODAHRD data base	50% of documents uploaded in the data base	60% of HR policies and documents uploaded in the data base	5	5	5	5.00	
<b>PI. 25</b> Number of Personnel Information System completed and e-GMIS updated	<b>A43.</b> 12 monthly updating and uploading of updated of e-GMIS to DBM	Reviews accuracy of monthly updating and uploading of plantilla in the e-GMIS	12 monthly updating 100% accurate	12 monthly updating 100% accurate	5	5	5	5.00	
<b>ODAHRD MFO 6:</b>	<b>Innovations &amp; new Best Practices Development Services</b>								



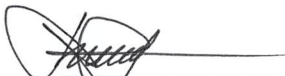
<b>PI. 27.</b> Number of new HR systems/best practices/innovations introduced and implemented	<b>A44:</b> Best practices and innovations for improved service introduced	Proposes news policies and procedures that becomes HR systems and best practices	8 HR systems 6HR best practices	8 HR systems 12 HR best practices	5	5	5	5.00	MSP (2); L & D (2); PRAISE; SPMS; Competency based; Mentoring System for Admin. Staff . For best practices: Standard PDF for Faculty; BEI Interview Guide; BI Guide; Tracking Tool for RSP (2); Tracking Tool for PM; Tracking Tool for L & D (3); Tracking Tool for R & R (3)
	<b>A45:</b> Sharing of VSU best HR practices to outside agencies	Presents VSU's best practices to outside gatherings of HRMPs and to groups conducting benchmarking in campus	2 presentations in outside gatherings; 2 agencies on benchmarking	4 presentations 3 agencies which benchmarked	5	5	5	5.00	2 presentation at PASUC, 1 CPOWLI, 1 LTO; NSU, PIT & LTO agencies benchmarked HR practices
<b>PI.28</b> Number of manuallized PRIME-HRM evidences/documents duly packaged and submitted to CSC	<b>A46.</b> 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 accordance with PRIME-HRM indicators	4 areas prepared	5	5	5	5.00	This will be done in the last quarter of the year only
	<b>A47.</b> 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)	4 areas prepared and 100% ready for on site assessment	5	5	5	5.00	
<b>PI. 29</b> Number of manuals of policies prepared and approved	<b>A48:</b> Simplified manuals prepared and submitted	Prepares the draft of needed manuals a	2 Manuals (MSP for Faculty & MSP for Administrative Staff	2 Manuals (MSP for Faculty & MSP for Administrative Staff	5	5	5	5.00	
<b>PI. 30</b> Number of operations manuals per office prepared	<b>A49:</b> Operations manuals prepared and submitted	3 operations manual (ODAHRD, PRPEO & Records Management)	NA, second half only	NA, second half only					
<b>PI. 31</b> No. of new accreditation/ archival documents gathered and displayed at Archives Center	<b>A.50</b> No. of new accreditation documents gathered and displayed at HR Accreditation Center	Provides new documents for display at the Accreditation Center	5 new evidences under enhanced Prime HRM	6 new evidences (certificates)	5	5	5	5.00	

PI. 32 Percentage updating of HR evidences based on atest indicators displayed at HR accreditation center	A.51 Existing HR evidences at the accreditation Center updated and became source of documents by departments for AACUP purposes	Supervises staff in charge per HR area in updating HR documents on display at the Accreditation Center	100% of the HR evidences provided to departments with programs for accreditation	100% of HR evidences provided to all departments subjected to AACUP accreditation in February	5	5	5	5.00	
PI. 33 Percentage passing to PRIME-HRM level maturity status	A.52. Passed the on site assessment for PRIME-HRM level 2 re-accredited status	Leads and supervises in charge in the gathering and packaging of evidences per area and conducts orientations of all on VSU policies and PRIME-HRM compliance	100% passing of all HR areas and granted level 2 reaccrated status	second half					for second half
	A.53. Passed the assessment for PRIME-HRM bronze award	Prepares and submits all lacking documents to qualify for bronze award	100% passing CSC PRIME HRM bronza award	second half					
								228.00	
Average Rating (Total Over-all rating devided by 47)								4.96	
Additional Points:					Comments & Recommendations for Development Purpose: Keep up the good work. Continue attending seminars & trainings related to HRM and RA 9184				
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			4.96						
ADJECTIVAL RATING			Outstanding						

Evaluated & Rated by:

  
**REMBERTO A. PATINDOL**  
Vice President for Adm. & Finance  
Date: \_\_\_\_\_

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Vice President for Adm. & Finance  
Date: \_\_\_\_\_

Approved by:

  
**REMBERTO A. PATINDOL**  
PMT, Chairman  
Date: \_\_\_\_\_

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: **Dr. Lourdes B. Cano** Position: Chief Supervising Officer/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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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

**PERFORMANCE MONITORING FORM**  
**January-June 2018**

Name of Employee: **Lourdes B. Cano**

Task No	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Performs ad hoc assignments as member of PASUC TWG, prepared revised version of ROSSSS after every meeting/writeshop	Final PASUC version of ROSSSS submitted to CHED & DBM	First week of January	Not later than June	3 <sup>rd</sup> week of May	Very impressive	O	
2	Prepares draft and finalizes copy of MSP for Faculty & MSP for Admin. for printing & submission to CSC	Final copy of: MSP Faculty, MSP Admin.,	First week of January	Before end of January	Last week of January	Very impressive	O	
3	Prepares of Enhanced SPMS, Enhanced PRAISE and Enhanced L & D Policies for Faculty and another for Admin. Staff for printing & submission to CSC	Final copies of: Enhanced SPMS, Enhanced Praise; Enhanced L & D for faculty & admin. staff	First week of April	Before end of May	Last week of May	Very Impressive	O	
5	Reviews and edits the draft minutes, referendum and excerpts of the four personnel committees	Edited copies of minutes, referendum and excerpts	Upon receipt of draft	After One day	Within the day	Impressive	VS	
6	Reviews appointment and supporting documents and signs	Signed appointments	Upon receipt of printed appointment	After One day	Within the day	Impressive	VS	
7	Facilitates preparation, finally reviews, signs Report of Appointments	Printed & signed copy of RAI	Automatic assignment as part of target	Every 14 <sup>th</sup> day of the next month	A day before date as expected	Impressive	VS	

	Issued and causes its submission to CSC							
8	Reviews and signs the training design	Edited Training Design & submitted to OP for approval	A day of receipt from Training Coordinator	Before deadline set by CSC	Before deadline set by CSC	Impressive	VS	
9	Prepares minutes, excerpts, referendum & endorsements of the Academic Scholarship Committee	Final printed copy of the minutes & referendum	One day after day of meeting	Two days after the meeting	A day after the meeting	Very Impressive	O	
8	Reviews prepared contract of VSU scholars and brief scholar of the terms and provisions of their contract and signs	Duly signed contract	A day of receipt	A day of receipt	A day of receipt	Very Impressive	O	
9	Acts as resource person during in house trainings and workshops	Resource person assignment duly served	After receipt of program of activities	Per schedule	As scheduled	Impressive	VS	
10	Initiates the scheduling of the PMT meetings, participates in the calibration & final ranking of delivery units	Delivery Units ranked	Per AO 25 schedule	On or before AO 25 deadline	Before deadline	Very Impressive	O	
11	Prepares simplified flow processes of all four HR areas and disseminate to all employees	Flow processes disseminated	Within April	Before scheduled on site assessment	Before scheduled on site assessment	Very Impressive	O	
12	Prepares and uploads 50% of required documents to be uploaded in the ODAHRD data base	ODAHRD data base 50% updated	January 2018	Before end of June	Before end of June	Impressive	VS	
13	Prepares all evidences needed per PRIME-HRM indicators but	Lacking Systems & tools already available	January 2018	Before end of June	Before end of June	Very impressive	O	



	still not yet available and defends VSU compliance during actual onsite assessment							
14	Provides new documents (certificates) for display at the Accreditation Center	HR Evidences displayed	January 2018	Before end of June	Before end of June	Very impressive	O	
15	Proposes news policies and procedures that becomes HR systems and best practices							

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

**REMBERTO A. PATINDOL**  
VP for Admin & Finance

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ODAHRD

Head of Office: LOURDES B. CANO

Number of Personnel: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		✓ usually as informal discussions during scheduled meetings			
Coaching					

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

Conducted by:

Noted by:

  
**LOURDES B. CANO**  
Immediate Supervisor

  
**REMBERTO A. PATINDOL**  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DR. LOURDES B. CANO

Performance Rating: \_\_\_\_\_

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: Within June-July

First Step: Find scheduled trainings to improve management skills

Result: One training identified

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

Next Step: To attend training on effective public relationship management as scheduled

Outcome: \_\_\_\_\_

Final Step/Recommendation:

To allow attendance in the training

Prepared by:



**REMBERTO A. PATINDOL**

Unit Head

Conferme:

