

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January-June 2019**

Name of Administrative Staff: **Dr. Lourdes B. Cano**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.98

TOTAL NUMERICAL RATING: 4.98
 Add: Additional Approved Points, if any: _____
 TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:


LOURDES B. CANO
 Name of Staff



REMBERTO A. PATINDOL
 Immediate Supervisor

Approved:

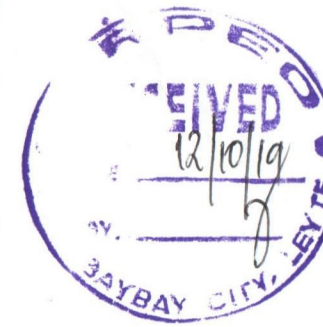

REMBERTO A. PATINDOL
 VICE-PRESIDENT

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 to June 2019.


LOURDES B. CANO
 Ratee


REMBERTO A. PATINDOL
 Rater



MFO/PAPS	Success Indicators	Task Assigned	Target Jan. - December 2018	Accomplishments	Rating				Remarks
					Actual Accomplishment	Q ¹	E ²	T ³	
UMFO 6: General Administration and Support Services									
OVPAP 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 complaint	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	800 docs.	1126 documents reviewed and & signed (595 financial docs & 391 personnel related docs.)	5	5	5	5.00	
	A3: Clients seeking consultation services served and satisfied	Entertains clients for consultation services	30 clients' consultation	49 clients	5	5	5	5.00	
	A4. 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	5	5.00	
	A5. 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 6 staff	5	5	5	5.00	
PL 3 No. of linkages with external agencies maintained	A6: Linkages with government agencies which the university transacts business maintained	Strengthens the linkages and smooth working relationship with important government agencies	12 linkages	14 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATF, CSC Central, CHED, Ombudsman & GSIS)	5	5	5	5.00	

Control # 57

PL4 No. of Personnel Board/Committee assignment performed	A7: 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 PMT 1 PRAISE 1	2 Personnel Boards (APB & NAPB) 2 Scholarship Committees (Academic & Administrative) 1 PMT, 1 PRAISE, 1 BAC, 1 ISO, UADCO & AACUP	5	5	5	5.00	CAFS was awarded for level 4 AACUP accreditation
PL5 Percentage updating and uploading of e-GMIS of DBM & e-GHRS of CSC	A8: Percentagr of e-GMIS of DBM & e-GHRS of CSC updated and uploaded on prescribed period	Reviews updated e-GMIS and e-GHRS and approves its uploading if already in order	Two (2) systems 100% updated and uploaded (eGMIS of DBM & eGHR of CSC)	100% PIS updated & eGMIS updated & uploaded	5	5	5	5.00	
ODAHRD MFO 2: Recruitment, Selection & Promotion Services									
PL6 Efficient and effective talent sourcing and screening using approved criteria	A9. 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% of all vacant positions posted at the CSC bulletin, at the website and bulletin boards	5	5	5	5.00	
	A10. 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% of all draft vacancy announcements submitted by Department Personnel Committee reviewed, signed and posted at the website and bulletin boards	5	5	5	5.00	vacancy posting for faculty members are initially prepared by department Personnel Committees but the required competencies and other requirements are checked and reviewed by ODAHRD prior to signing and posting
PL7 Percentage of approved recommendations to hire/promote processed within turn around time and reports submitted	A11. Applicants to vacant administrative positions intially 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	9 Comparative Assessments reviewed; 2 written skills examinations prepared & administered to applicants	18 Comparative Assessments reviewed; 2 written skills examinations prepared & administered to applicants	5	5	5	5.00	
	A12. Ranking of applicants to faculty positions reviewed and evaluated as to compliance of all HR policies and processes of	Participates in the review and evaluation of ranking of faculty applicants submitted by Personnel Committees to ensure compliance to HR policies and processes	40 ranking and recommendations for faculty positions	205 ranking and recommendations for faculty positions	5	5	5	5.00	

	A13. 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 forms, signs as member of said committees	6 APB, 6 NAPB minutes, 6 VSFC Academic minutes, 6 VASC Minutes 20 VSFC Academic referendum 20 indorsements 200 VSCFAS excerpts 6	8 APB., 8 NAPB minutes, 12 VSFC-AS minutes, 7 VSFC-Admin minute, 49 VSFCAS referendum 49 indorsements 398 VSCF-AS excerpts	5	5	5	5.00	
	A14. All appointments processed, reviewed and recorded without invalidation	Reviews appointment and supporting documents and signs	60 appointments (adm.)	80 Regular, 79 Casual & 47 Partimer	5	5	5	5.00	
	A15. Report of Appointments Issued 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	41 RAI, Part I 41 RAI Part II 31 Appointments Transmittal Form prepared and submitted to CSC, 206 employees	5	5	5	5.00	
PL9 Effective and efficient implementation of on boarding program for new employees	A16. Number of new appointee welcomed, brief of needed documents and given forms and checklist of appointments	Welcomes the new appointee and briefs to submit documents asap to facilitate his/her first salary	10 new appointee	10 Academic & 7 Admin Staff	5	5	5	5.00	
	A17. 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 number of 150 participants	3 training designs and 197 participants	5	5	5	5.00	
ODAHRD MFO 3:	Performance Management System services								
PL 10 Percentage of EEOP compliant performance management system administered and submission of IPCRs monitored	A18. 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	100% submission of IPCR	100% submission of IPCR imposed	5	5	5	5.00	release of PEI and CNA was used as good reason to impose submission of IPCRs
ODAHRD MFO 4:	Learning and Development Services								
PL 11 Percentage implementation of learning and development policies for faculty and staff facilitated and monitored	A19: Requests for faculty development	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. 1 sabbatical leave/secondment, certification study leave	11 Scholarship, 5 Sabbatical, 398 attendance to training/ fora /trainings/conference, 49 referendum & 49 indorsement, 19 Certification study leave	5	5	5	5.00	

	A20. Functions as secretary of Academic Scholarship Committee performed	Prepares minutes, excerpts, referendum & endorsements of the Academic Scholarship Committee	6 minutes notice excerpts referendum 20	6 150 20	12 minutes, 12 notice, 398 excerpts, 49 referendum & 49 endorsements	5	5	4	4.67	
	A21. 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		11 Fellowship/Financial Assisstance Contract & 5 Sabbatical contract	5	5	5	5.00	This is due to reexecution of contracts for fellows who were granted CHED sdholarships
	A22: 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)		11 New Scholars & 162 (107 PhD & 55 MS)	5	5	5	5.00	
PI.12 Number of in-house trainings conducted based on approved training design and executed, monitored and evaluated	A23. 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 HR interventions conducted and 650 participants attended	5	5	5	5.00	JO Orientation (VSU Isabel, VSU Alang-alang, and VSU Tolosa) and (Main Campus) Strategic Planning, CAFS, VSU Target Setting, Orientation of ESSU officials.
	A24. Expert services as resourceperson during in-house trainings performed	Acts as resource person during in house trainings and workshops	6 expert services as RP		9 expert services as RP	5	5	5	5.00	VMO Target seeting workshop and Re-orientation of VMO Staff and PASUC Training on CBHRMS
ODABRD MFO 5:		Rewards and Recognition								
PI. 13 Percentage implementation of approved personnel benefits	A.25. 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	4	4.67	
	A.26. 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	

PI. 14 Percentage of nominees to CSC Honors & Awards program assisted and nomination write up submitted on or before deadline	A.27. 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 (1 group was awarded in national level & 1 individual at regional level).	5	5	5	5.00	2 individual nominations; 2 group nominations
ODAHRD MFO 6: Compliance of existing office HRM practices compliant to ISO 9001:2015									
PI. 15 Percentage compliance to ISO 9001:2015 documentation requirements	A.28. 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 3 L & D process 1 PM process 3 R & R process	5	5	5	5.00	
PI. 16 Percentage compliance to 5S on office and documents management	A.29. 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	office set up & records 95% 5 S compliant	5	5	5	5.00	per result of the 5S audit conducted by VSU internal auditors
ODAHRD MFO 7: Percentage of CSC validation of approved appointments									
PI. 17 Percentage CSC validation of approved appointments	A.30. 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	
ODAHRD MFO 8: Efficient data base/records management compliant to ISO standards									
PI. 18 Number of computer based HR records management system maintained and updated	A.31. 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	50% of documents uploaded in the data base	5	5	5	5.00	The ODAHRD records management system uses the kms.vsu.edu.ph
PI.19 Number of Personnel Information System completed and e-GMIS updated	A.32. 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	4	4.67	
ODAHRD MFO 9: Personnel Records Development & Management Services									
PI. 20. Number of new HR systems introduced and implemented	A.33: New HR Systems introduced, approved and implemented	Proposes news policies and procedures that becomes HR systems	6 HR systems	11 HR systems	5	5	5	5.00	2 RSP, 2 L & D, 1 PM, & 1 R & R, Evaluation of JO exit interview instrument, HR Bench marking plan, competency model for SUCs, & Revised Rating Instrument for Faculty applicant.
	A.34: VSU best HR practices shared to outside agencies upon their request	Presents VSU's best practices to outside gatherings of HRMPs and to groups conducting benchmarking in campus	2 agencies conducting benchmarking at VSU	4 agencies conducting benchmarking at VSU	5	5	5	5.00	PIT, LTO Region, ESSU, & LGU Baybay

PI 21. Number of innovations introduced and implemented	A.35: Innovations introduced and implemented to improve operations and quality of services	Initiates and introduces innovation to improve operations and quality of service to clients	1 operations manual	6 operations manual	5	5	5	5.00	CBHRMS Operations Manual; RSP Operations Manual for RSP (faculty); and Operations Manual for RSP (admin. Staff), Internal Audit Manual Management Review Manual and Competency based assessment to support IPCR
PI 22 No. of new accreditation/ archival documents gathered and displayed at Archives Center	A.36 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	9 new evidences	5	5	5	5.00	2 Book bound RSP, 2 L & D, 1 PM, 1 R & R, 7 awards received from CSC Regional Office during the HR summit; 2 revised MSPs per 2018 ORAOHRA
PI 23 Percentage updating of HR evidences based latest PRIME-HRM indicators are displayed at HR accreditation center	A.37 Existing HR evidences at the accreditation Center updated and became source of documents by departments for AACCUP purposes	Supervises staff in charge per HR area in updating HR documents on display at the Accreditation Center	100% of the HR evidences updated and 100% of needed documents provided to departments with programs which underwent accreditation by AACCUP	100% of the HR evidences updated and 100% of needed documents provided to needy departments	5	5	5	5.00	10 departments underwent program accreditation during the period
								184.00	4.97
Average Rating (Total Over-all rating divided by 50)			4.97						
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING			Outstanding						

Comments & Recommendations for Development Purpose:
Should conduct intensified mentoring of administrative staff in performing following jobs: 1. preparing manuals; 2. conducting orientations; 3. designing HR systems & other system

Evaluated & Rated by:


REMBERTO A.PATINDOL
Immediate Supervisor

Approved::


REMBERTO A.PATINDOL
Vice President
Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2019

Name of Staff: DR. LOURDES B. CANO Position: 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	(5)	4	3	2	1

further increase effectiveness of the office or satisfaction of clientele					
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	5				

Overall recommendation : _____


REMBERTO A. PATINDOL
 Name of Head