



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	4.9746	70%	3.482
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.882	30%	1.465
TOTAL NUMERICAL RATING			4.947

TOTAL NUMERICAL RATING: 4.947


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.947

FINAL NUMERICAL RATING 4.947

ADJECTIVAL RATING: Outstanding

Prepared by: 
HONEY SOFIA V. COLIS
Name of Staff


Reviewed by: 
LOURDES V. CANO
Director, ODHRM

Recommending Approval: 
LOURDES B. CANO
Director, ODHRM


Approved: 
REMBERTO A. PATINDOL
Vice President for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (I

I, HONEY SOFIA V. COLIS, Head, Office of Recruitment, Selection & Placement and Personnel Records, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January, 2020 to December, 2020.


HONEY SOFIA V. COLIS
 Head, OHRSPPR

Recommending Approval:


LOURDES B. CANO
 Director, ODHRM

Approved:


REMBERTO A. PATINDOL
 VP for Admin. & Finance

GASSs/PAPs	Success Indicators	Task Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS/HRM STO 1: ISO 9001:2015 aligned documents and compliant processes									
OHRSPPR STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Provides better customer service experience to all clients.	95% of clients rated services as very satisfactory or higher	95%	5	5	5	5	
	PI 2. Number of quality procedures revised/updated and registered at QAC	Revises/update 2 quality procedures for RSP	Proposed 2 quality procedures revised and registered	2	5	5	5	5	
	PI 3. Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	Implements all adm. & ISO aligned HR processes	100% processes implemented according to QP	100%	5	5	5	5	Zero NC during ISO audit
	PI 4. Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED, QAC and other regulatory bodies	Reviews and finalizes reports submitted to regulatory NGAs	1 IPCR CY 2019 to CSC 1 SALN CY 2019 to Ombudsman 1 Report Retirement Gratuities & Terminal Leave submitted to DBM	1 IPCR CY 2019 to CSC 1 SALN CY 2019 to Ombudsman 1 Report Retirement Gratuities & Terminal Leave submitted to DBM	5	5	5	5	
	PI 6. Percentage of PRIME-HRM maturity level 3 accreditation evidences under RSP, PM & R&R prepared and submitted for approval	Prepares evidenceds for PRIME HRM level 3	75% of required evidences for RSP level 3 prepared and submitted	75% of required evidences for RSP level 3 prepared and submitted	5	5	5	5	
	PI 7. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	Supervises dDRC and Incharges in record keeping of ISO evidences	100% ISO compliant evidences	100% ISO compliant evidences readily available	5	5	5	5	
VPAF STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/HRM STO. 2: FOI aligned frontline services									
OHRSPPR STO. 2: FOI aligned frontline services	PI 8. Percentage compliance to release of information based on VSU FOI Manual	Attends to clients requests through issuance of requested information base on FOI manual	100% compliant	100% compliant	5	5	5	5	

GASSs/PAPs	Success Indicators	Task Assign	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS ODAS/HRM STO 3: ARTA aligned frontline services									
OHRSPPR STO 3: ARTA aligned frontline services	PI 9. Efficient & customer friendly frontline service	Attends to queries and consultation on HR matters	Zero percent complaint from clients served	1 complaint from client justified favorably	5	5	5	5	Findings and justifications submitted to ODQA
VPAF STO4: INNOVATIONS & BEST PRACTICES ODAS/HRM STO 4: Innovations & new Best Practices Development Services									
OHRSPPR STO 4: Innovations & new Best Practices Development Services	PI 10. Number of new systems/ innovations/proposals introduced and implemented	Proposes innovations/revisions on systems	2 existing HR systems revised to be level 3 compliant & approved by CSC	2 existing HR systems reviewed for revision (MSP for Faculty and Adm staff)	5	5	5	5	Merit Systems for Faculty Merit Systems for Admin. Staff
	PI 13. Percentage implementation of RSP and Payroll processes using the HRIS	Reviews and signs/approves payroll/documents on RSP and payroll processes	100% RSP 100% Payroll	100%	5	5	5	5	Progress on the payroll module under construction yet by Computer programmers
	PI 15. Number of draft Operations Manual and revised existing manual prepared	Revises manual and 9 detailed work instructions	1 Revised Faculty Manual	Revised Faculty Manual Drafted Leave Manual Reviewed/revised 9 Detailed Work Instructions (DWI)	5	5	5	5	DWI on: Proportionate Summer Pay Preparation of Cert. of Overtime Credits Annual Report of Retirement Gratuity Issuance of NOSA_NOSI Processing of leave application Salary payroll preparation Processing of Terminal Pay
	PI 16. Number of existing HR policy manuals revised to be Level 3 compliant & submitted to CSC for approval		4 PRIME HRM Level 3 compliant HR Policy manuals	4 PRIME HRM Level 3 compliant HR Policy manuals	5	5	5	5	Merit Systems for Faculty Merit Systems for Admin. Staff 1 SPMS 1 PRAISE
UMFO6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management ODAS/HRM GASS 1: Administrative and Support Services									
OHRSPPR GASS 1: Administrative and Support Services	PI 17. Number of administrative services and financial/ administrative documents acted within time frame	Reviews and acts on financial/adm documents within time frame	NAPB requests (100) APB requests (300) Monitization (200) GSIS loan applic. (200)	NAPB requests (230) APB requests (466) Monitization (358) GSIS loan applic. (361)	5	5	5	5	
	PI 18. No. of linkages with external agencies maintained	Maintains linkages with external agencies	5 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, GSIS, Ombudsman)	6 agencies	5	5	5	5	
	PI 19. No. of council/board/ committee assignments served/functions performed	Serves and performs functions designated as committee secretary/member	2 Personnel boards 4 Committees	2 Personnel boards 4 Committee	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development ODAS/HRM GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement									
OHRSPPR GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement	PI 53. No. of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared & posted in bulletin boards, website & social	Reviews publications and announcements of vacancies	6 publications submitted to CSC 10 vacancy announcement for faculty positions posted	68 publications on adm. positions 79 vacancy announcement for faculty positions	5	5	5	5	

GASSs/PAPs	Success Indicators	Task Assign	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 54. Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evaluated and	Reviews applicants' profile for administrative positions, screens, evaluates and prepares comparative assessments	10 positions with applicants profile prepared, applicants screened, interviewed/evaluated and comparative assessments prepared	31 positions	5	5	5	5	
	PI 55. Percentage of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President	Reviews and presents ranking of faculty applicants from DPC for APB evaluation and final action by the President	100% ranking and recommendations for faculty positions	100% (79 positions)	5	5	5	5	
	PI 56. Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	Reviews and signs RAIs, appointments and JO contracts	200 appointments 12 RAI Part I 12 RAI Part II 12 Transmittal Form 500 JO contracts	568 appointments 92 RAI 1170 JO contracts	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services									
OHRSPPR GASS 8: PRIME-HRM compliant Performance Management	PI 57. Percentage submission of IPCRs followed up and received IPCRS reviewed and report of IPCR ratings submitted to PMT for immediate action	Reviews IPCRs and submits report to PMT, Ombudsman and CSC	100% of IPCRs submitted and received were reviewed and a report submitted to PMT, CSC & other bodies	100% IPCRS (740 IPCRs)	5	5	5	5	
OHRSPPR GASS 10: PRIME-HRM Aligned Rewards & Recognition Services	PI 64. Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	Reviews consolidated list of employees with Outstanding ratings per approved IPCR as candidates for step increment based on merit	Top ranking 5% of employees identified and granted step increment	100%	5	5	5	5	
	PI 66. Percentage implementation of loyalty awards	Reviews list of loyalty awardees and organizes event	100% of employees entitled to loyalty award	100%	5	5	5	5	
OHRSPPR GASS 11: Payroll and Leave benefits Services	PI 67. Percentage of payroll, vouchers, PACS for personnel benefits prepared, reviewed and released	Reviews and signs payrolls, vouchers, PACS for personnel benefits (casual and regular)	100% implementation	100%	5	5	5	5	
	PI 68. Percentage of Daily Time Records (DTR), applications for leave, and service credits of faculty checked and processed	Reviews report/certificates/computation on service credits, proportionate mid-term pay for teacher's leave, maternity pay, leave without pay	100% implementation	100%	5	5	4	4.67	
	PI 69. Percentage of terminal leave benefits computed, prepared and submitted to DBM for funding	Reviews report/computation on terminal leave for DBM funding and acts on payroll	100% implementation	100%	5	5	4	4.67	
	PI 70. Number of Cert. of Service Record, Certificate of Employment, Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Reviews and signs Cert. of Service Record, employment, NOSI, NOSA	60 Cert. of Service Records 50 Cert. of Employment 670 NOSA 150 NOSI	168 Cert. of Service Record 419 Cert of Employment 750 NOSA 144 NOSI -length of service 33 NOSI - Meritorious	5	5	5	5	

GASSs/PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Total Over-all Rating								129.34	
HONEY SOFIA V. COLIS		Average Rating :		4.9746	Comments & Recommendations for Development Purposes: To attend a Supervisory Dev. Course to enhance her leadership skills. <i>g</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.9746					
		ADJECTIVAL RATING		OUTSTANDING					
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Evaluated & Rated by:</p> <p><i>[Signature]</i> LOURDES B. CANO Director for Admin & HRD Date: _____</p> </div> <div style="width: 30%;"> <p>Recommending Approval:</p> <p><i>[Signature]</i> LOURDES B. CANO Director for Admin & HRD Date: _____</p> </div> <div style="width: 30%;"> <p>Approved by:</p> <p><i>[Signature]</i> REMBERTO A. PATINDOL Vice President for Admin & Finance Date: _____</p> </div> </div> <p>Legend: 1 - Quality 2 - Efficiency 3- Timeliness 4 - Average</p>									



Exhibit O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 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
Score	Total				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score	83				
Average Score	4.887				

Overall recommendation : To attend Supervisory Development Course to enhance her leadership skills


LOURDES B. CANO
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHRSPPR

Head of Office: Honey Sofia V. Colis

Number of Personnel: 12


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Conduct of regular monthly and staff meeting as need arises thru google meet.	✓	✓			
Coaching meeting thru google meet providing how to accomplish assigned tasks	✓	✓		Provide draft of documents to be prepared	

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. Patindol
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HONEY SOFIA V. COLIS

Performance Rating: July – December 2020

Aim: To ensure the employee is growing personally, developing her ability to achieve more in the workplace.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Attendance to Supervisory trainings/seminars.

Result:

Date: _____ Target Date: _____


Next Step:

Outcome: _____

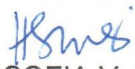
Final Step/Recommendation:

-Attendance to trainings/seminars were suspended due to covid 19 pandemic.

Prepared by:


LOURDES B. CANO
Director, ODHRM

Conforme:


HONEY SOFIA V. COLIS
Name of Ratee Faculty/Staff