



**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	4.94	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
<b>TOTAL NUMERICAL RATING</b>			<b>4.92</b>

TOTAL NUMERICAL RATING: 4.92  
Add: Additional Approved Points, if any: -  
TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

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

Reviewed by:

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

Approved:

  
**EDGARDO E. TULIN**  
President

### OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **HONEY SOFIA V. COLIS**, OIC Director of the Office of the Director for Human Resource Management, commits to deliver and agree to be rated on the attainment of the following targets in accordance with following targets in accordance with the indicated measures for the period **January-June, 2021**.

Approved:

HONEY SOFIA V. COLIS

Ratee

Date \_\_\_\_\_

REMBERTO A. PATINDOL

VP for Admin. & Finance

MFOs/PAPs	Success Indicators	Task Assigned	Target (January-December 2021)	Actual Accomplishments January-June 2021	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>UMFO5. Support to Operations</b>									
<b>OVPAP MFO 1: ISO aligned management and administrative support services</b>									
	Percentage compliant to ISO-aligned Human Resource Management Services	Supervise ODHRM offices for the implementation of all HR processes compliant to ISO standards	100% compliant	100%	5	5	5	5	
<b>UMFO6: General Administration Support Service</b>									
<b>OVPAP MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT</b>									
<b>ODHRM MFO 1: Administrative and Support Services Management</b>									
	PI 1. Efficient & customer friendly frontline service	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various requests and needs	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI 2. Number of administrative services and financial/ administrative documents acted within time frame	Review legality of financial/adm documents and sign if already in order	3,000 (financial/personnel) documents acted	1587 documents acted	5	5	5	5	Service Record-280 Certifications-295 Contracts-667 APB/NAPB Docs-345
	PI 3. No. of linkages with external agencies maintained	Strengthens the linkages and smooth working relationship with important government agencies	12 linkages with external agencies maintained	14 linkages with external agencies maintained	5	5	5	5	CSC Ormoc, CSC Reg. 8, DBM Reg. 8, PASUC Zonal Center, PASUC National, OPCCB DBM, NAP, IATF, CSC Central, CHED Reg. 8, Ombudsman Visayas & GSIS-Maasin and Central, CPOWLI)
	PI 4. No. of ad hoc committee assignments served/functions performed	Performs functions, attend meetings, prepares proposals as required for deliberation and review/edit draft of minutes and if already in order forms, signs as	2 Personnel boards & 4 Committees (2 Scholarships Comm, PRAISE, Local NBC 461)	2 Personnel Board and 8 Committees	5	5	5	5	2 Personnel Board (APB, NAPB) 8 Committee (OSH, PMT, SALN Review Committee, Citizen Charter Committee, NBC 461
	PI 5. No. of HR activities and interventions implemented during PSC celebration	Plan, propose, organize and implement approved activities for the month-long PSC celebration	20 HR activities/interventions						2nd half activity
<b>ODHRM MFO 2: Implementation of Recruitment, Selection and Placement System and Management of Personnel R</b>									



MFOs/PAPs	Success Indicators	Task Assigned	Target (January-December 2021)	Actual Accomplishments January-June 2021	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 6. Percentage of screening and evaluation of applicants to vacant positions processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC	Review shortlisting of applicants, conducts screening, interview skills examination reviews all comparative assessments and recommends top ranking applicant; Review and signs contract of service of part-time Instructors; Review publications of vacant positions	100% of screening and evaluation of applicants to vacant positions processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC	100%	5	5	5	5	10 newly hired faculty, 61 reappointed faculty, 89 Parttime Instructors, 19 newly hired/promoted admin staff, 7 newly hired casual adm. staff 38 reappointed adm. staff 22 reappointed contractual employees
	PI 8. Number of reports generated from the system	Review and sign reports	12 accession/12 separation	Prepared and submitted Report on Appointments Issued (RAI), 6 accession/6 separation reports, Cert. of Completion on Inventory of Government Human Resources System (IGHRS), and 1 PWD report	5	5	5	5	
	PI 9. Number of Merit systems compliant to Level 3 of PRIME-HRM approved by CSC	Submit revised 2 MSP compliant to Level 3 PRIME-HRM	2 (MSP for Faculty & MSP for Administrative)	2 (1 MSP for Faculty & 1 MSP for Administrative)	5	5	5	5	Submitted to CSC for approval
	PI 10. Percentage of documents needed for Level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	Supervise gathering and packaging documents needed for Level 3 accreditation	100% documents needed for level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	50% documents needed for level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	5	5	4	4.67	
	PI 11. Number of external recognition received	Coordinate with CSC for the PRIME-HRM Level 3 accreditation on RSP	1 Recognition received						For 2nd half
	PI 12. Number of faculty & administrative positions created/upgraded	Make proposal for creation and upgrading of faculty and administrative staff for APB/NAPB/UAdCo deliberation and BOR approval and submit to DBM Reg. 8 for approval	30 positions created/upgraded	Submitted request and documentary requirements to DBM Reg. 8 for creation of 17 Instructor I, 1 Instructor II, Chemist II, Computer Programmer II, Accountant II positions and upgrading of two SRS I to SRS II positions; Proposal on InHouse Promotion of Returning PhD Scholar; Proposal on In House Promotion of Newly	5	5	5	5	
	PI 14. List of Job Orders prepared & submitted to higher office	Review list of JO workers before submission	3 List of Job Orders prepared & submitted to higher office	3 lists submitted to: CSC, LUDIP/OVPPRGAS, DBM	5	5	5	5	DBM for Gratuity Pay, CSC for database updating

MFOs/PAPs	Success Indicators	Task Assigned	Target (January-December 2021)	Actual Accomplishments January-June 2021	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 15. Number of In-house seminar workshops/ skills trainings/orientations conducted/facilitated	Supervise/facilitate implementation of In-house seminar workshops/ skills trainings/orientations and serve as resource person, if needed	30 In-house seminar workshops/ skills trainings/orientations conducted/facilitated	16 In-house seminar workshops/ skills trainings/orientations conducted/facilitated	5	5	5	5	RLM, RA 9184 1st batch, RA 9184 2nd batch, LUDIP Seminar, Orientation Newly hired, Data Privacy Act for VSU main, Data Privacy Act for External Campuses, 9 Orientation of new VSU
	PI 16. Number of training designs prepared	Co-plan and review training designs	30 training designs prepared	16 training designs prepared	5	5	5	5	
	PI 17. Number of training reports	Review training reports	30 training reports	25 training reports	5	5	4	4.67	
	PI 18. Number of proceedings prepared	Review training proceedings per activity	30 proceedings of prepared for previously conducted trainings	15 proceedings	5	5	4	4.67	
	PI 21. Number of requests for attendance to external trainings/seminar-workshops/ conferences facilitated	Act requests for attendance to external trainings/seminar-workshops/ conferences in the VSFC/VASC for recommendation to the President	40 requests for external trainings/seminar-workshops/attendance to conferences leave/scholarships/fellowships facilitated	219 requests for external trainings/seminar-workshops/attendance to conferences fora/ sabbatical leave/ scholarships/fellowships facilitated	5	5	5	5	83 recommendations for attendance to trainings etc., 119 Study leave related request, 17 Sabbatical request acted (Main & external Campuses)
	PI 22. Number of requests from faculty facilitated	Act requests from faculty for attendance to training/fora/conferences in the VSFC for recommendation to the	150 requests from faculty facilitated	138 requests from faculty facilitated	5	5	5	5	128 on going Scholars request facilitated & 10 Sabbatical Faculty request facilitated
	PI 23. Number of requests from staff facilitated	Act requests from admin. staff for attendance to training/fora/conferences in the VASC for recommendation to the	50 requests from staff facilitated	22 requests from staff facilitated	5	5	5	5	
	PI 24. Number of sabbatical leave facilitated	Act requests from faculty for sabbatical leave in the VSFC for recommendation to the President and BOR approval	10 sabbatical leave facilitated	7 Sabbatical contract prapred and facilitated	5	5	5	5	
	PI 25. Number of scholarships/ fellowships/financial assistantships facilitated	Act requests in the VSFC and VASC for recommendation to the President	15 scholarships/ fellowships/ financial assistantships facilitated	10 faculty contract prepared and facilitated and schedules for orientation.	5	5	5	5	7 PhD & 3 MS
	PI 26. Number of Learning and Development Policies/ Program compliant to Level 3 of PRIME-HRM submitted to CSC	Update L&D policies for submission to CSC 8	2 Learning and Development Policies/ Programs	Submitted updated 2 Merit system for faculty & staff to CSC for approval.	5	5	5	5	
	PI 27. Percentage of documents needed for Level 3 accreditation packaged and readily available for assessment & displayed at the HR Accreditation Center	Supervise gathering and packaging documents needed for Level 3 accreditation	100% documents needed for Level 3 accreditation packaged and readily available for assessment & displayed at the HR Accreditation Center	50% documents needed for level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	5	5	4	4.67	

**ODHRM MFO 4:Efficient and Effective implementation of the university Performance Management and Rewards and Recognition systems, policies, processes and practices**



MFOs/PAPs	Success Indicators	Task Assigned	Target (January-December 2021)	Actual Accomplishments January-June 2021	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 28. Percentage of employees monitored their submission and actually submitted their IPCRS	Facilitate submission of IPCR ratings to PMT for final review and in determining employees entitled to PBB	100% of employees monitored their submission and actually submitted their IPCRS	100% of employees monitored their submission and 85% actually submitted their IPCRS	5	5	4	4.67	
	PI 29. Number of performance evaluation summary result prepared and submitted (PMT, CSC & QAC)	Participates in the calibration & final ranking of delivery units	3 performance evaluation summary result prepared and submitted (PMT, CSC & QAC)	1 performance evaluation summary result prepared and submitted (QAC)	5	5	5	5	
	PI 32. Number of university employees awarded after rigid screening during anniversary celebrations	Act as member of Anniversary Awards Committee to screen and evaluate nominations and submit list of VSU retirees for Service and Mt. Pangasugan Awards	20 university employees awarded after rigid screening during anniversary celebrations	91 employees awarded after rigid screening during anniversary celebrations	5	5	5	5	60 Service Awards 26 Mt. Pangasugan Awards 5 Special Awards
	PI 33. Number of employees given loyalty awardees every September and paid loyalty bonus	Review list of employees for loyalty awards based on CSC/DBM policy for University President approval	50 employees given loyalty award every September and paid loyalty bonus						For 2nd half
	PI 34. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	Prepare/review the nomination write up of nominee/s, present to PRAISE-SIAC, assist in securing documents & submit nomination to CSC	4 deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to	5 employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	5	5	5	5	
	PI 35. Percentage of employees identified as top ranking and given step increment based on merit	Attend PMT meeting and participate in the forced ranking of employees with outstanding IPCR rating, prepare the recommendation & cause the issuance of NOSI and actual payment of step increment	5% employees identified as top ranking and given step increment based on merit	5% employees identified as top ranking and given step increment based on merit for CY 2020	5	5	5	5	
	PI 36. Number of new R & R benefits proposed, approved and availed by qualified employees	Craft proposal for R&R for Adm. Staff with university awards for BOR approval	1 new R & R benefits proposed, approved and availed by qualified employees	1 R&R proposed to BOR	4	5	5	4.67	R & R for Admin Staff with university awards was proposed to BOR but was referred to CSC for opinion. However, CSC commented that the intended Rest and Renewal Leave for non-teaching employees is not under the provisions of CSC Memorandum Circular No. 41, s. 1998 <u>as amended</u> .
	PI 37. Number of performance management and rewards and recognition systems compliant to Level 3 of PRIME-HRM prepared, submitted and approved by CSC	Make some revisions of SPMS & PRAISE and submit to CSC for approval	1 system (SPMS & PRAISE)	1 system (SPMS & PRAISE)	5	5	5	5	Submitted to CSC for approval
	PI 38. Percentage of documents needed for Level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center	Supervise gathering and packaging documents needed for Level 3 accreditation	100% of documents needed for Level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center	50% documents needed for Level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	5	5	4	4.67	



MFOs/PAPs	Success Indicators	Task Assigned	Target (January-December 2021)	Actual Accomplishments January-June 2021	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>ODHRM MFO 5: Efficient and Effective implementation of the Payroll and Leave Benefits systems, policies, processes and practices</b>									
	<b>PI 45.</b> Number of semi-monthly payroll and LDDAP for all regular, casual and contractual employees prepared and processed within prescribed period	Review and sign payroll if in order within a day	24 semi-monthly payroll and LDDAP for all regular, casual and contractual employees prepared and processed within prescribed period	12 semi-monthly payroll & LDDAP each for VSU regular employees, casual/contractual and PCC employees	5	5	5	5	852-VSU regular employees, 156-VSU casual/ contractual employees, 24 PCC employees
	<b>PI 46.</b> Number of monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	Review and sign payroll if in order within a day	12 monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	6 (50%) monthly payroll for RATA and honorarium of entitled officials prepared and released for processing	5	5	5	5	
	<b>PI 47.</b> Number of special payroll prepared (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit, SRI)	Review and sign payroll if in order within a day	7 special payroll prepared (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit, SRI)	42 payroll of salary of scholars 1 payroll for stipend of scholars	5	5	5	5	
	<b>PI 48.</b> Percentage compliance to request for special payroll served	Review and sign payroll if in order within a day	100% compliance to request for special payroll served	100% compliance to request for special payroll served	5	5	5	5	
	<b>PI 49.</b> Percentage processing of applications for loan with GSIS as AAO	Supervise alternate AAO in the processing of loan applications with GSIS	100% processing of applications for loan with GSIS	100% processing of applications for loan with GSIS	5	5	5	5	
	<b>PI 50.</b> Percentage operationalization of Payroll System Module of the HRIS	Coordinate with HRIS Team and Accounting Office operationalization of Payroll System of HRIS	100% of operationalization of Payroll System Module of the HRIS	50% of full operationalization of Payroll System Module of the HRIS	5	4	5	4.67	
	<b>PI 51.</b> Percentage of documents needed for Level 3 accreditation packaged and readily available for assessment and displayed at HR	Supervise gathering and packaging documents needed for Level 3 accreditation	100% of documents needed for Level 3 accreditation packaged and readily available for assessment and displayed at	100% compliance to request for special payroll served	5	5	4	4.67	
<b>ODHRM MFO 11: Innovations &amp; new Best Practices Development</b>	<b>PI 52.</b> Number of new HR systems/innovations introduced and implemented	Submit 1 HR system innovation/ program for approval	1 new HR system/innovation						for 2nd half (VSU Mental Health Program; Competency based Learning Needs Assessment of Existing Employees)
	<b>PI 53.</b> Number of best practices introduced and implemented	Introduce & implement best practices	2 best practices	1 best practices introduced and implemented	5	5	5	5	Conduct of interview, skills test and assessment through virtual mode
	<b>PI 54.</b> Number of modules of the HRIS fully operationalized	Recommend enhancement of the HRIS modules and supervise encoding of data	6 modules of the HRIS ready for full operation	5 modules of the HRIS ready for full operation	5	5	5	5	RSP (adm & faculty), eDATS, PDS, Payroll System
	<b>PI 55.</b> Number of external agencies benchmarking on VSU's HR processes and practices	Presents VSU's best practices to agencies upon their request as approved by the President	1 external agency benchmarking on VSU's HR processes and practices	N/A					Subject to receipt of request; no request yet due to COVID19 pandemic
	<b>PI 56.</b> Number of entry to the DAP search for 2021 Government Best Practice Recognition submitted and defended, if required	Submit 1 entry to DAP ie. SPPMIS	1 entry to the DAP Search for 2021 Government Best Practice Recognition submitted and defended, if required	N/A					Dependent on the schedule of DAP calling for submission of entry



MFOs/PAPs	Success Indicators	Task Assigned	Target (January-December 2021)	Actual Accomplishments January-June 2021	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Additional activities not identified in the OPCR target.</b>	<b>PI 57.</b> Percentage of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	Review and sign payroll if in order	100% of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	50% of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	5	5	5	5	
	<b>PI 58.</b> Number of monthly payroll for salary and stipend for all VSU Scholars prepared and processed within the prescribed period	Review and sign payroll if in order	24 monthly payroll for Salary and Stipend for VSU Scholars prepared and processed within the prescribed period	12 monthly payroll for salary & stipend of 42 scholars	5	5	5	5	
	<b>PI 59.</b> Number of payroll for book allowance of all VSU Scholars prepared and processed within the prescribed period	Review and sign payroll if in order	2 payroll for book allowance of VSU Scholars prepared and processed within the prescribed period	1 payroll for book allowance	5	5	5	5	
	<b>PI 62.</b> Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Review NOSI/NOSA for President's signature	NOSI=130, NOSA=738	NOSI=68, NOSA=749	5	5	5	5	
	<b>PI 64.</b> No. of existing Quality Procedures revised/improved	Review & revise quality procedures initiated by process owners	8 Quality Procedures revised and improved	4 existing Quality Procedures revised and improved	5	5	5	5	2 revised QPs approved, while 8 revised QPs for approval in the 2nd half
Average Rating (Total Over-all rating divided by )		4.93	<b>Comments &amp; Recommendations for Development Purpose:</b>						
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING		4.93							
ADJECTIVAL RATING		Outstanding							

Received by:

**DALISAY F. ANDRES**

Planning Office

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

Calibrated by:

  
**REMBERTO A. PATINDOL**

Chairman, PMT

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

Recommending approval:

  
**REMBERTO A. PATINDOL**

VP for Admin & Finance

Approved by:

  
**EDGARDO E. TULIN**

University President

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

## PERFORMANCE MONITORING FORM

Name of Employee: HONEY SOFIA V. COLIS

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.	Supervise ODHRM offices for the implementation of all HR processes compliant to ISO standards	100% ISO compliant	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
2.	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various requests and needs	Zero percent complaint from clients served	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
3.	Review legality of financial/adm documents and sign if already in order	3,000 financial/adm. documents acted	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
4.	Strengthens the linkages and smooth working relationship with important government agencies	14 linkages with external agencies maintained	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
5.	Performs functions, attend meetings, prepares proposals as required for deliberation and review/edit draft of minutes and if already in order forms, signs as member of said committees	2 Personnel boards & 4 Committees (2 Scholarships Comm, PRAISE, Local NBC 461)	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
6.	Plan, propose, organize and implement approved activities for the month-long PSC celebration	20 HR activities/ interventions	Jul-Dec 2021	Dec 2021	Sept 2021	For 2 <sup>nd</sup> half		
7.	Review shortlisting of applicants, conducts screening, interview skills examination reviews all	100% of screening and evaluation of applicants to vacant positions	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	



	comparative assessments and recommends top ranking applicant; Review and signs contract of service of part-time Instructors	processed in accordance with the Merit System and appointment of selected employees processed and approved without invalidation by CSC						
8.	Review and sign reports from the HRIS system	12 accession/12 separation report	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
9.	Submit revised 2 MSP compliant to Level 3 PRIME-HRM	2 (MSP for Faculty & MSP for Administrative)	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
10.	Supervise gathering and packaging documents needed for Level 3 accreditation	100% documents needed for level 3 accreditation packaged, readily available for assessment and displayed at the HR Accreditation Center	Jan-Jun 2021	Dec 2021	Dec 2021	VI	VS	
11.	Coordinate with CSC for the PRIME-HRM Level 3 accreditation on RSP	1 Recognition received	Jan-Jun 2021	Dec 2021	Dec 2021	For 2 <sup>nd</sup> half		
12.	Make proposal for creation and upgrading of faculty and administrative staff for APB/ NAPB/UAdCo deliberation and BOR approval and submit to DBM Reg. 8 for approval	30 positions created/upgraded	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
13.	Review list of JO workers before submission to higher office	3 List of Job Orders prepared & submitted to higher office	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
14.	Supervise/facilitate implementation of In-house seminar workshops/ skills trainings/orientations and serve as resource person, if needed	30 In-house seminar workshops/ skills trainings/orientations conducted/facilitated	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
15.	Co-plan and review training designs	30 training designs prepared	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	

	Review training reports	30 training reports	Jan-Jun 2021	Dec 2021	Dec 2021	VI	VS	
17.	Review training proceedings per activity	30 proceedings of prepared for previously conducted trainings	Jan-Jun 2021	Dec 2021	Dec 2021	VI	VS	
18.	Act requests for attendance to external trainings/seminar-workshops/ conferences in the VSFC/VASC for recommendation to the President	40 requests for external trainings/seminar-workshops/attendance to conferences leave/scholarships/fellowships facilitated	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
19.	Act requests from faculty for attendance to training/fora/ conferences in the VSFC for recommendation to the President	150 requests from faculty facilitated	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
20.	Act requests from admin. staff for attendance to training/fora/conferences in the VASC for recommendation to the President	50 requests from staff facilitated	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
21.	Act requests from faculty for sabbatical leave in the VSFC for recommendation to the President and BOR approval	10 sabbatical leave facilitated	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
22.	Act requests in the VSFC and VASC for recommendation to the President	15 scholarships/ fellowships/ financial assistantships facilitated	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
23.	Update L&D policies for submission to CSC 8	2 Learning and Development Policies/ Programs	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
24.	Supervise gathering and packaging documents needed for Level 3 accreditation	100% documents needed for Level 3 accreditation packaged and readily available for assessment & displayed at the HR Accreditation Center	Jan-Jun 2021	Dec 2021	Dec 2021	VI	VS	
25.	Facilitate submission of IPCR	100% of employees	Jan-Jun	Dec 2021	Dec 2021	VI	VS	



	ratings to PMT for final review and in determining employees entitled to PBB	monitored their submission and actually submitted their IPCRS	2021					
26.	Participates in the calibration & final ranking of delivery units	3 performance evaluation summary result prepared and submitted (PMT, CSC & QAC)	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
27.	Act as member of Anniversary Awards Committee to screen and evaluate nominations and submit list of VSU retirees for Service and Mt. Pangasugan Awards	20 university employees awarded after rigid screening during anniversary celebrations	Jan-Jun 2021	Apr 2021	Jun 2021	VI	O	
28.	Review list of employees for loyalty awards based on CSC/DBM policy for University President approval	50 employees given loyalty award every September and paid loyalty bonus	Jan-Jun 2021	Sept 2021	Dec 2021	For 2 <sup>nd</sup> half		
29.	Prepare/review the nomination write up of nominee/s, present to PRAISE-SIAC, assist in securing documents & submit nomination to CSC	4 deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	Jan-Jun 2021	Jun 2021	Apr. 2021	VI	O	
30.	Attend PMT meeting and participate in the forced ranking of employees with outstanding IPCR rating, prepare the recommendation & cause the issuance of NOSI and actual payment of step increment	5% employees identified as top ranking and given step increment based on merit	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
31.	Craft proposal for R&R for Adm. Staff with university awards for BOR approval	1 new R & R benefits proposed, approved and availed by qualified employees	Jan-Jun 2021	Jun 2021	Dec 2021	I	VS R & R for Admin Staff with university awards was proposed to BOR but was referred to CSC for opinion. However, CSC commented that the intended Rest	

							and Renewal Leave for non-teaching employees is not under the provisions of CSC Memorandum Circular No. 41, s. 1998, as amended.	
32.	Make some revisions of SPMS & PRAISE and submit to CSC for approval	1 system (SPMS & PRAISE)	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
33.	Supervise gathering and packaging documents needed for Level 3 accreditation	100% of documents needed for Level 3 accreditation packaged and readily available for assessment and displayed at the HR Accreditation Center	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
34.	Review and sign payroll for all regular, casual and contractual employees if in order, within a day	24 semi-monthly payroll and LDDAP for all regular, casual and contractual employees prepared and processed within prescribed period	Jan-Jun 2021	Jun 2021	Dec 2021	VI	O	
35.	Review and sign special payroll (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit, SRI) if in order, within a day	7 special payroll prepared (mid-year bonus, year-end bonus, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit, SRI)	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
36.	Review and sign special payroll requests, if in order, within a day	100% compliance to request for special payroll served	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
37.	Supervise alternate AAO in the processing of loan applications with GSIS	100% processing of applications for loan with GSIS	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
38.	Coordinate with HRIS Team and Accounting Office	100% of operationalization of	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	



	operationalization of Payroll System of HRIS	Payroll System Module of the HRIS						
39.	Supervise gathering and packaging documents needed for Level 3 accreditation	100% of documents needed for Level 3 accreditation packaged and readily available for assessment and displayed at HR Accreditation Center	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
40.	Submit 1 HR system innovation/program for approval	1 new HR system/innovation	Jan-Jun 2021	Dec 2021	Dec 2021			For 2 <sup>nd</sup> half
41.	Introduce & implement best practices	2 best practices	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
42.	Recommend enhancement of the HRIS modules and supervise encoding of data	6 modules of the HRIS ready for full operation	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
43.	Presents VSU's best practices to to agencies upon their request as approved by the President	1 external agency benchmarking on VSU's HR processes and practices	Jan-Jun 2021	Dec 2021	Dec 2021	Subject to receipt of request; no request yet due to COVID19 pandemic		
44.	Submit 1 entry to DAP ie. SPPMIS	1 entry to the DAP Search for 2021 Government Best Practice Recognition submitted and defended, if required	Jan-Jun 2021	Dec 2021	Dec 2021	Dependent on the schedule of DAP calling for submission of entry		
45.	Review and sign payroll if in order	100% of monthly payroll and preparation pay for part-time instructors prepared and processed within the prescribed period	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
46.	Review and sign payroll if in order	24 monthly payroll for Salary and Stipend for VSU Scholars prepared and processed within the prescribed period	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
47.	Review and sign payroll if in order	2 payroll for book	Jan-Jun	Dec 2021	Dec 2021	VI	O	

		allowance of VSU Scholars prepared and processed within the prescribed period	2021					
48.	Review NOSI/NOSA for President's signature	NOSI=130, NOSA=738	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
49.	Review and sign payroll if in order	2 payroll for book allowance of VSU Scholars prepared and processed within the prescribed period	Jan-Jun 2021	Dec 2021	Dec 2021	VI	O	
50.	Review & revise quality procedures initiated by process owners	8 Quality Procedures revised and improved	Jan-Jun 2021	Dec 2021	Sept 2021	VI	O	

\* Very Impressive (VI), Impressive (I), Needs Improvement (NI), Poor (P), Very Poor (VP)  
 \*\* Outstanding (O), Very Satisfactory (VS), Satisfactory (S), Unsatisfactory (U)

Prepared by:

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 30, 2021

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	5	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 59				
<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	83				
Average Score	4.88				

Overall recommendation : \_\_\_\_\_

  
**REMBERTO A. PATINDOL**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Honey Sofia V. Colis

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

**Aim:** To equip knowledge and skills needed in the current positions as well as higher responsibilities in the future.

Proposed Interventions to Improve Performance:

Date: Within Jan. to June Target Date: \_\_\_\_\_

First Step: Attend webinars/trainings related to  
HR management and civil service rules

Result: ✓ Able to attend related webinars/trainings

Date: Within July to Dec Target Date: \_\_\_\_\_

Next Step: Attend higher-level webinars/trainings

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

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

  
**REMBERTO A. PATINDOL**  
VP, Adm. & Finance