



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.95	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	30%	1.32
TOTAL NUMERICAL RATING			

TOTAL NUMERICAL RATING: 4.79
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 4.79


FINAL NUMERICAL RATING 4.79

ADJECTIVAL RATING: 0

Prepared by:


HONEY SOFIA V. COLIS
Name of Staff

Reviewed by:


ELWIN JAY V. YU
Department/Office Head

Approved:


PROSE IVY G. YEPES
President



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Honey Sofia V. Colis, Director of Human Resource Management Office, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30, 2024.


HONEY SOFIA V. COLIS

Ratee 7/23/2024

Approved: 

ELWIN JAY V. YU

Vice President for Admin & Finance 7/25/2024

MFOs/PAFs	Success Indicator	Tasks Assigned	Target Jan 1 - Dec 31, 2023	Accomplishment	Rating				Remarks
				Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
HRMO STO 1: ISO 9001:2015 and PRIME-HRM aligned documents									
	PI 1. Number of quality procedures prepared/revised/maintained/implemented	HRMO Director, Unit Heads and Staff	7	5	5	5	5	5	
	PI 2. Number of operation manuals/policies prepared and submitted	HRMO Director	1	4	5	5	5	5	Amendment Of BOR Resolution No. 135, S. 2022 "Revised In-House Promotion For Faculty", Increase The Hourly Rate Of Faculty Under Contract Of Service (Cos), Internal Policies And Guidelines On Overtime Services And Overtime Pay For VSU Admin Staff, Authority To The University President To Approve Request Of The Faculty Members And Administrative Staff To Travel Abroad On Official Nature
VPAF STO2: Freedom of Information (FOI) aligned compliance and reporting requirements									
HRMO STO 2: Freedom of Information (FOI) aligned compliance and reporting requirements									
	PI 4. Percentage of request acted	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	

VPAF STO3: ARTA aligned compliance and reporting requirements									
HRMO STO3: ARTA aligned compliance and reporting requirements									
	PI 5. Percentage of external clients served and rated the service at least very satisfactory	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									
	PI 6. Number of systems continuously implemented and	HRMO Director, Unit Heads and Staff	4	5	5	5	5	5	RSP, PDS, Service Record, Payroll, eDATS
	PI 7. Percentage operationalization of HRMIS on * RSP * L&D	HRMO Director, Unit Heads and Staff, ICTMC, & OVPAF	100% 20%	90% 6%	5	5	4	4.67	
UMFO 6: General Administrative and Support									
VPAF GASS 1: Administrative and Support Services Management									
HRMO GASS 1: Administrative and Support Services Management									
	PI 8. Percentage of clients/personnel supervised for efficient office management and maintenance of rooms, facilities	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	
	PI 9. Percentage of administrative services and financial/administrative	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	
	PI 11. Number of linkages with external agencies maintained	HRMO Director, Unit Heads and Staff	13	13	5	5	5	5	CSC RO8, CSC WLC, GSIS Maasin, GSIS Central Office, DBM RO8, COA, Ombudsman RO8, PASUC Zonal Center, PASUC National, CHED IAS, CHED RO8, PAG-IBIG Ormoc, SSS Ormoc
	PI 12. Number of offices and units directly supervised,	HRMO Director and Unit Heads	4	4	5	5	5	5	RSPPRO, LDHRAO, PLBO, PMRRO
	PI 13. Number of major university committees chaired and coordinated	HRMO Director, Unit Heads and Staff	11	13	5	5	5	5	APB, NAPB, VFSC-AS, VASC, PMT, JC3 Local Evaluation Committee, SIAC, SALN Committee, OSH, Risk Management, GAD, Push-Button, Housing Committee and other Accreditation Committee
	PI 14. Number of administrative meetings conducted for effective management and	HRMO Director, Unit Heads and Staff	6	8	5	5	5	5	

	PI 15. Efficient & customer-friendly frontline service	HRMO Director, Unit Heads and Staff	Zero Complaint (addressed feedback, if applicable)	Zero Complaint	5	5	5	5	
HRMO GASS 2: Efficient and effective Human Resource Management and Development									
HRMO GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement and Personnel Record Systems and Processes									
	PI 16.1 Supervise implementation of the Recruitment, Selection and Placement and Personnel Record Systems and Processes	HRMO Director	100%	100%	5	5	5	5	
HRMO GASS 2.2: Efficient and effective implementation of the University L&D Systems and Processes									
	PI 16.2 Supervise implementation of the University L&D Systems and Processes	HRMO Director	100%	100%	5	5	5	5	
HRMO GASS 2.3: Efficient and effective implementation of the University Performance Management and Rewards and Recognition Systems and Processes									
	PI 16.3 Percentage of received IPCRs reviewed and validated	HRMO Director, Unit Head and PMRRO Staff	100% of received IPCRs reviewed and validated	98%	5	5	4	4.67	
	PI 16.4 Number of report of performance rating prepared and submitted to higher offices	HRMO Director, Unit Head and PMRRO Staff	3	2	5	5	4	4.67	
	PI 16.5 Number of evaluation of JO performance tabulated	HRMO Director, Unit Head and PMRRO Staff	1,000	633	5	5	5	5	
	PI 16.6 Number of report on comments and recommendations for	HRMO Director, Unit Head and PMRRO Staff	1	-	-	-	-		For completion 2nd rating period
	PI 16.7 Number of university employees awarded after rigid screening during anniversary	HRMO Director, Unit Head and PMRRO Staff	50	40	5	5	5	5	40 Awardees plus 11 Non-awardee nominees
	PI 16.8 Number of employees given loyalty award	HRMO Director, PMRRO and PLBO Staff	70	-	-	-	-		For completion 2nd rating period
	PI 16.9 Number of deserving employees nominated to CSC Honors & Awards Program and	HRMO Director, Unit Head and PMRRO Staff	6	13	5	5	5	5	Presidential Lingkod Bayan-4 Dangal ng Bayan-1 Pagasa Award-8

	PI 16.10 Percentage of employees identified as top ranking and given step increment	HRMO Director, PMRRO and PLBO Staff	5%	-	-	-	-	For completion 2nd rating period
HRMO GASS 2.4: Efficient and Effective Implementation of the Payroll and Leave Benefits Systems and Processes								
	PI 16.11 Supervise implementation of the Payroll and Leave Benefits Systems and Processes	HRMO Director	100%	100%	5	5	5	5
Total Over-all Rating								104.00
Average Rating :								4.95
Additional Points:								
Punctuality								
Approved								
Additional points (with copy of approval)								
FINAL RATING								4.95
ADJECTIVAL RATING								0

Evaluated & Rated by:

ELWIN JAY V. YU

VP for Admin. and Finance

Date: 7/25/2024

Approved by:

PROSE IVY G. YEPES

President

Date: 9/5/2024

Comments & Recommendations for Development Purposes:

Legend: 1 - Quality 2 - Efficiency 3- Timeliness 4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: HRMO

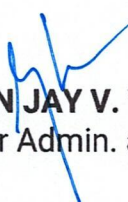
Head of Office: ELWIN JAY V. YU

Number of Personnel:

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	✓	Quarterly meeting of Directors under OVPAF			
Coaching	✓			Meeting with Heads of HRMO units	

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

Conducted by:


ELWIN JAY V. YU
VP for Admin. and Finance

Noted by:


PROSE IVY G. YEPES
University President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HONEY SOFIA V. COLIS
Performance Rating: January 1 to June 30, 2024

Aim: Capacity building of the employee.

Proposed Interventions to Improve Performance:

Date: Jan. 1, 2024 Target Date: June 30, 2024

First Step:

Recommend to attend supervisory training organized by CSC.

Result:

The recommendation was approved by the University President.

Date: May 13, 2024 Target Date: May 21-22, 2024

Next Step:

Concerned employee attended the 2024 Visayas Congress of HRMP's at Tacloban City.

Outcome:

Employees are updated on CSC rulings and issuances, gaining knowledge and empowerment in HRM for the digital age.

Final Step/Recommendation:

Continue sending the concerned employee to HRM trainings to enhance their efficiency and effectiveness in their supervisory role.

Prepared by:


ELWIN JAY V. YU

VP for Administration and Finance

Conforme:


HONEY SOFIA V. COLIS
Name of Ratee Staff

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicato	TASK	ASSIGN ED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
UMFO 5: Support to Operations (STO) VPAF STO 1: ISO 9001:2015 aligned documents HRMO STO 1: ISO 9001:2015 aligned documents								
PI 1. Number of quality procedures prepared/maintained that are aligned and compliant to ISO 9001:2015 standard	Ensure preparation/revision /maintenance of ODHRM quality procedures that are aligned and compliant to ISO 9001:2015	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 2. Percentage compliance of HRM practices to ISO 9001:2015 standards	Ensure implementation of office mandates/ HRM practices that is compliant to ISO 9001:2015 standards	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 3. Number of operations manuals/policies prepared and submitted	Lead in the preparation and submission of required manuals/policies	HSV Colis	January to June 2023 (As the need arises)		Complied			
VPAF STO 4: Innovations & Best Practices HRMO STO 4: Innovations & Best Practices								
PI 1. Number of HR Information Systems continually improved and implemented	Ensure continual improvement and implementation of HR Information Systems	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 2. Percentage operationalization of HRMIS on Payroll	Ensure operationalization of HRMIS on Payroll	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 3. 100% of faculty and staff with licensure notified for renewal of PRC or Bar Identification card	Ensure sending of notice for renewal of PRC or Bar Identification card of faculty and staff with licensure	HSV Colis	January to June 2023 (As the need arises)		Complied			
UMFO6: General Administrative and Support Services (GASS) VPAF GASS 1: Administrative and Support Services Management HRMO GASS 1: Administrative and Support Services Management								
PI 1. Percentage of administrative services and	Supervise actions on administrative services and financial/	HSV Colis	January to June 2023 (As the		Complied			

financial/administrative documents acted within time frame	administrative documents		need arises)					
PI 2. Number of linkages with external agencies maintained	Maintain linkages with external agencies	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 3. Number of offices and units directly supervised, monitored and coordinated	Supervise/monitor/coordinate offices and units	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 4. Number of major university committees assignment served	Serve major university committees assignment	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 5. Efficient & customer-friendly frontline service	Lead in the provision of efficient & customer-friendly frontline services	HSV Colis	January to June 2023 (As the need arises)		Complied			

HRMO GASS 2: Human Resource Management and Development

PI 1. Percentage compliance on PRIME-HRM Standards, Policies & Practices	Lead and oversee in the compliance of PRIME-HRM Standards, Policies & Practices	HSV Colis	January to June 2023 (As the need arises)		Complied			
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HRMO GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement system and processes

PI 1. Percentage of validated and approved appointments by CSC	Ensure submission of complete and approved appointments to CSC	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 2. Number of applicable vacant positions filled-up within prescribed period	Ensure filling up of applicable vacant positions within prescribed period	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 3. Number of proposals for abolition and creation of positions submitted to DBM	Ensure submission of proposals to DBM for approval and implementation	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 4. Number of faculty appointed for permanency	Ensure appointment of qualified faculty for permanency	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 5. Number of	Ensure processing of	HSV	January to					

JO/Parttime contracts processed	JO/Parttime contracts	Colis	June 2023 (As the need arises)		Complied			
PI 6. Percentage of personnel service records maintained	Ensure updating and maintenance of personnel service records	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 7. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	Ensure updating and maintenance of HR eSystems of DBM/GSIS/CSC	HSV Colis	January to June 2023 (As the need arises)		Complied			
HRMO GASS 2.2: Efficient and effective implementation of the L&D systems, policies and Processes								
PI 1. No. of In-house L&D activities planned, conducted/facilitated & reports prepared	Ensure conduct of In-house L&D activities as planned	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 2. Percent increase VSU employees trained/developed of last year	Ensure development of VSU employees	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 3. Number of requests for participation to external trainings/ seminar-workshops/ conferences/fora	Ensure facilitation of requests for participation to external trainings/seminar-workshops/ conferences/fora	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 4. Number of requests for sending faculty/staff for new scholarships/ fellowships facilitated	Ensure facilitation of requests for sending faculty/staff for new scholarships/ fellowships	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 5. Number of VSU Scholars monitored	Ensure monitoring of VSU Scholars	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 6. Number of requests on sabbatical leave for faculty facilitated	Ensure facilitation of requests on sabbatical leave for faculty facilitated	HSV Colis	January to June 2023 (As the need arises)		Complied			
HRMO GASS 2.3: Efficient and effective implementation of the Performance Management and Rewards and Recognition systems, policies and processes								
PI 1. Percentage of received IPCRs reviewed and validated	Ensure review and validation of received IPCRs	HSV Colis	January to June 2023 (As the need arises)		Complied			

PI 2. Number of report of performance rating prepared and submitted to higher offices	Ensure submission of report of performance rating to higher offices	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 3. Number of evaluation of JO performance tabulated	Ensure tabulation of evaluation of JO performance	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 4. Number of report on comments and recommendations for development purposes	Ensure of report on comments and recommendations for development purposes	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 5. Number of university employees awarded after rigid screening during anniversary celebrations	Ensure rigid screening of university employees for awards during anniversary celebrations	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 6. Number of employees given loyalty award	Ensure employees given loyalty award	HSV Colis	January to June 2023 (As the need arises)		For Completion July to December 2024 Rating Period			
PI 7. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	Ensure deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 8. Percentage of employees identified as top ranking and given step increment based on merit	Ensure employees identified as top ranking and given step increment based on merit	HSV Colis	January to June 2023 (As the need arises)		For Completion July to December 2024 Rating Period			

HRMO GASS 2.4: Efficient and effective Implementation of the Payroll and Leave Benefits systems, policies and processes

PI 1. Percentage updating of employees' leave records and balances in the HRIS eDATS	Ensure updating of employees' leave records and balances in the HRIS eDATS	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 2. Number of terminal leave benefits processed	Ensure processing terminal leave benefits	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 3. Number of payroll for salary and wages, honoraria, RATA, etc. processed within prescribed period	Ensure processing of payroll for salary and wages, honoraria, RATA, etc.	HSV Colis	January to June 2023 (As the need arises)		Complied			

PI 4. Number of special payroll prepared for regular and casual employees (mid-year bonus, year-end bonus/Cash Gift, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit)	Ensure preparation of special payroll for regular and casual employees (mid-year bonus, year-end bonus/Cash Gift, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit)	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 5. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Ensure preparation of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA)	HSV Colis	January to June 2023 (As the need arises)		Complied			
PI 6. Percentage processing of applications for loan with GSIS	Ensure processing of applications for loan with GSIS	HSV Colis	January to June 2023 (As the need arises)		Complied			

Prepared by:


HONEY SOFIA V. COLIS
 Director, HRMO



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan 1 to June 30, 2024

Name of Staff: HONEY SOFIA V. COLIS

Position: Administrative Officer V

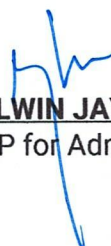
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1



9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		54				
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		76				
Average Score		4.41				
Overall recommendation:						


ELWIN JAY V. YU
 VP for Admin & Finance