

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION  
July-December 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	4.99	70%	3.49
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.99

TOTAL NUMERICAL RATING: 4.99  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING: 4.99  
ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:

  
**LOURDES B. CANO**  
Name of Staff

  
**REMBERTO A. PATINDOL**  
Immediate Supervisor

Approved:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOURDES B. CANO**, of the Office of the Director for Administration and Human Resource Development commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2019.

**LOURDES B. CANO**  
Ratee

**REMBERTO A. PATINDOL**  
Rater



MFO/PAPS	Success Indicators	Task Assigned	Target July - December 2019	Accomplishments	Rating				Remarks
				Actual Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UIMFO 6: General Administration and Support Services									
OP/PAF MFO 1: Human Resource Management & Development									
OP/DAHRD MFO 1. Administrative & Support Services Management									
PI 1 Efficient & customer friendly frontline service	A1 Satisfied clients due to prompt, efficient and effective service	Entertains faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
PI 2 . No. of administrative services and financial/ administrative documents acted within time frame	A2: Processed financial and personnel related documents	Reviews legality of documents and signs if already in order	800 docs.	7,178 documents	5	5	5	5.00	
	A3: Clients seeking consultation services served and satisfied	Entertains clients for consultation services	30 clients' consultation	63 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	4 offices 7 staff	5	5	5	5.00	

Control No - 122

<b>PI. 3</b> No. of linkages with external agencies maintained	<b>A6:</b> 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	
<b>PI.4</b> No. of Personnel Board/Committee assignment performed	<b>A7:</b> 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 BAC	2 Personnel Boards (APB & NAPB) 2 Scholarship Committees (Academic & Administrative) 1 PMT 1 PRAISE 1 BAC	5	5	5	5.00	
<b>PI.5</b> Percentage updating and uploading of e-GMIS of DBM & e-GHRS of CSC	<b>A8:</b> Percentage 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 & eGHRS of CSC)	Two (2) systems (EGMIS & eGHRS)	5	5	5	5.00	
<b>OIAHRD MFO 2: Recruitment, Selection &amp; Promotion Services</b>									
<b>PI.6</b> Efficient and effective talent sourcing and screening using approved criteria	<b>A.9.</b> Publications of vacant administrative positions posted in the CSC bulletin of vacant positions, in website and bulletin boards	Reviews the draft publication announcement, submits to CSC, and cause posting in website and bulletin boards	100% of all vacant positions for posting posted at the CSC bulletin, at the website and bulletin boards	100% of all vacant positions for posting posted at the CSC bulletin, at the website and bulletin boards	5	5	5	5.00	
	<b>A10.</b> Vacancy announcements from academic departments and units reviewed, finalized and signed and a copy posted at the website	Reviews the vacancy announcements to ensure the competency requirements are indicated, signs, returns a copy to the department for their talent sourcing and have a copy posted at the website	100% of all draft vacancy announcements reviewed, signed and posted at the website and bulletin boards	100% of all draft vacancy announcements reviewed, signed and posted at the website and bulletin boards	5	5	5	5.00	



PI.7 Percentage of approved recommendations to hire/promote processed within turn around time and reports submitted	A11. Applicants to vacant administrative positions initially screened, interview/evaluated and comparative assessments prepared	Forwards applications to PRPEO for scheduling of shortlisting & screening of shortlisted applicants, prepares and conducts skills examination for applicants and participates in the actual interview	9 Comparative Assessments reviewed; 2 written skills examinations prepared & administered to applicants	12 Comparative Assessment & 5 written Skills test	\$	5	5	5.00	
	A12. Ranking of applicants to faculty positions reviewed and evaluated as to compliance of all HR policies and processes of VSU	Participates in the review and evaluation of ranking of faculty applicants submitted by Personnel Committees to ensure compliance to HR policies and processes	40 ranking and recommendations for faculty positions	52 ranking & recommendations	\$	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 form, 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 VSFCAS excerpts 6 VSAS minutes	13 APB & 9 NAPB	\$	5	5	5.00	
	A14. All appointments processed, reviewed and recorded without invalidation	Reviews appointment and supporting documents and signs	60 appointments (adm.)	256 Appointments & supporting documents	\$	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	355 appointments 57 RAI Part I 57 RAI Part II	\$	5	5	5.00	
PI.9 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 requirements	Welcomes the new appointee and briefs to submit documents as ap to facilitate his/her first salary	10 new appointee	12 New Appointees	\$	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	5 Training designs reviewed, 20 in house trainings, 1252 participants	\$	5	5	5.00	

<b>O/AHRD MFO 3:</b>		<b>Performance Management System services</b>									
<b>PI. 10</b> Percentage of EOP compliant performance management system administered and submission of IPCRs monitored	<b>A18.</b> 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% of IPCRs submitted were reviewed and a report submitted to PMT, CSC & other bodies	5	5	5	5.00			
<b>O/AHRD MFO 4:</b>		<b>Learning and Development Services</b>									
<b>PI. 11</b> Percentage implementation of learning and development policies for faculty and staff facilitated and monitored	<b>A19:</b> 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 1:30 attendance to trainings/for a/etc. 1 sabbatical leave/secondment, certification study leave	20 Study Leave & 10 Sabbatical Leave prepared and distributed to concerned faculty, PRPEO & Records office	5	5	5	5.00			
	<b>A20.</b> Functions as secretary of Academic Scholarship Committee performed	Prepares minutes, excerpts, referendum & endorsements of the Academic Scholarship Committee	6 minutes notice excerpts referendum 20 endorsements	13 Minutes, 276 request acted, 53 Referendum, 53 Endorsement, and 329 excerpts of meeting prepared and processed	5	5	5	5.00			
	<b>A21.</b> 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 contract and	3 contracts	30 contracts reviews and signed	5	5	5	5.00			
	<b>A22: Faculty and staff</b> 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)	20 Study Leave & 10 Sabbatical Leave prepared and distributed to concerned faculty, PRPEO & Records office	5	5	5	5.00			
<b>PI.12</b> Number of in-house trainings conducted based on approved training design and executed, monitored and evaluated	<b>A23.</b> 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/facilitated 300 participants attended	20 in house trainings, 1252 participants	5	5	5	5.00			
	<b>A24.</b> Expert services as resource person during in-house trainings performed	Acts as resource person during in house trainings and workshops	3 expert services as RP	4 expert services as RP	5	5	5	5.00	ESSU, Sultan Kudarat suc, ovpaf & cac		



<b>ODAHRD MFO 5:</b>		<b>Rewards and Recognition</b>								
<b>PI. 13</b> Percentage implementation of approved personnel benefits	<b>A.25.</b> OPCR ratings reviewed, calibrated and ranked by PMT	Initialises the scheduling of the PMT meetings, participates in the calibration & final ranking of delivery units	100% submitted OPCR ratings calibrated and delivery units finally ranked by PMT	100% submitted OPCR ratings calibrated and delivery units finally ranked by PMT	5	5	5	5.00		
	<b>A.26.</b> 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	4	4.67		
<b>ODAHRD MFO 6:</b>		<b>Compliance of existing office HRM practices compliant to ISO 9001:2015</b>								
<b>PI. 15</b> Percentage compliance to ISO 9001:2015 documentation requirements	<b>A.27.</b> HR flow process in four HR areas revised, finalized and disseminated	Revises/updates 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	14 HR Process submitted to QCA	5	5	5	5.00		
<b>PI. 16</b> Percentage compliance to 5S on office and documents management	<b>A.28.</b> Office set up and records management and control 95% 5S compliant	Implements 5S in own office and staff offices	office set up & records 95% 5 S compliant	95% 5S Compliance	5	5	5	5.00		
<b>ODAHRD MFO 7:</b>		<b>Percentage of CSC validation of approved appointments</b>								
<b>PI. 17</b> Percentage CSC validation of approved appointments	<b>A.29.</b> All appointments processed and submitted to CSC passed in audit without invalidation	Reviews all appointments issued to ensure in accordance with policies and procedures and required documents are complied	100% validation (zero invalidation) of all appointments issued	100% validation (zero invalidation) of all appointments issued	5	5	5	5.00		
<b>ODAHRD MFO 8:</b>		<b>Efficient data base/records management compliant to ISO standards</b>								
<b>PI. 18</b> Number of computer based HR records management system maintained and updated	<b>A.30.</b> Webbased data base of HR records maintained and required documents per PRIME HRM uploaded for faster retrieval	Prepares and uploads required documents to be uploaded in the ODAHRD data base	50% of documents uploaded in the data base	50% uploaded	5	5	5	5.00		
<b>PI.19</b> Number of Personnel Information System completed and e-GMIS updated	<b>A.31.</b> 12 monthly updating and uploading of updated e-GMIS to DBM	Reviews accuracy of monthly updating and uploading of plantilla in the e-GMIS	6 monthly updating 100% accurate	6 Egmis Updating & 1 eGHRS	5	5	5	5.00		
<b>ODAHRD MFO 9:</b>		<b>Personnel Records Development &amp; Management Services</b>								
<b>PI. 20.</b> Number of new HR systems introduced and implemented	<b>A.32:</b> New HR Systems introduced, approved and implemented	Proposes news policies and procedures that becomes HR systems	1 HR systems	2 HR System	5	5	5	5.00	R & R for Admin Staff, COC for faculty during OT re: accreditation purposes	

	A.33: 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	2 agencies conducting benchmarking at VSU	5	5	5	5.00	Sultan Kudarat & ESSU
PI. 21. Number of innovations introduced and implemented	A.34: 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	3 operation manuals w/ ISBN	5	5	5	5.00	CBHR Sytem for VSU, RSP for Faculty & RSP for Adm Staff
PI. 22 No. of new accreditation/ archival documents gathered and displayed at Archives Center	A.35 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	5 Evidences	5	5	5	5.00	Plaque for PASUC, Bronze Plaque from CSC & 2 evidences of bench marking from (ESSU & Sultant Kudarat)
PI. 23 Percentage updating of HR evidences based latest PRIME-HRM indicators are displayed at HR accreditation center	A.36 Existing HR evidences at the accreditation Center updated and became source of documents by departments for AACCUP purpses	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 departments with programs which underwent accreditation by AACCUP	5	5	5	5.00	
								179.67	
Average Rating (Total Over-all rating divided by 50)			Comments & Recommendations for Development Purpose:					4.99	
Additional Points:								0	
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated & Rated by:



REMBEURTO A. PATINDOL  
VP for Admin & Finance

Recommending Approval:



REMBEURTO A. PATINDOL  
VP for Admin & Finance

Approved by:



REMBEURTO A. PATINDOL  
VP for Admin & Finance



	<b>A.33:</b> 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	2 agencies conducting benchmarking at VSU	5	5	5	5.00	Sultan Kudarat & ESSU
<b>PI. 21.</b> Number of innovations introduced and implemented	<b>A.34:</b> 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	3 operation manuals w/ ISBN	5	5	5	5.00	CBHR Sytem for VSU, RSP for Faculty & RSP for Adm Staff
<b>PI. 22</b> No. of new accreditation/ archival documents gathered and displayed at Archives Center	<b>A.35</b> No. of new accreditation documents gathered and displayed at HR Accreditation Center	Provides new documents for display at the Accreditation Center	5 new evidences under enhanced Prime HRM	5 Evidences	5	5	5	5.00	Plaque for PASUC, Bronze Plaque from CSC & 2 evidences of bench marking from (ESSU & Sultant Kudarat)
<b>PI. 23</b> Percentage updating of HR evidences based latest PRIME-HRM indicators are displayed at HR accreditation center	<b>A.36</b> 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 departments with programs which underwent accreditation by AACCUP	5	5	5	5.00	
								179.67	
Average Rating (Total Over-all rating divided by 50)			Comments & Recommendations for Development Purpose:					4.99	
Additional Points:								0	
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated & Rated by:

  
REMBERTO A. PATINDOL  
VP for Admin & Finance

Recommending Approval:

  
REMBERTO A. PATINDOL  
VP for Admin & Finance

Approved by:

  
REMBERTO A. PATINDOL  
VP for Admin & Finance



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2019

Name of Staff: LOURDES B. CANO Position: Chief Administrative 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 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
Total Score	60				
<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	25				
Average Score	5.0				

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



REMBERTO A. PATINDOL  
Director ODAHRD



### PERFORMANCE MONITORING FORM

Name of Employee: **DR. LOURDES B. CANO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Reviews legality of documents and signs if already in order	800 docs.	July 1, 2019	one day from receipt	within day of receipt	Impressive	US	
2	Entertains clients for consultation services	30 clients' consultation	upon arrival of client	on the day of client's arrival	within 5 min. from arrival to go	Very Imp.	U	
3	Reviews required budgetary reports, signs if already in order and cause its submission	100% of required DBM reports	upon receipt of advisory	as prescribed in the advisory	within the pres	Imp	US	
4	Provides direction and supervision of units under the office and directly supervises subordinates	3 offices & 6 staff	July 1, 2019	within the period	within the period	<del>US</del> Imp	US	
5	Strengthens the linkages and smooth working relationship with important government agencies	12 linkages	July 1, 2019	within the period	within the period	Very Impressive	U	
6	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 BAC	upon receipt of notice of meeting	On the date of meeting	On the date of meeting	Imp.	US	
7	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)	Prior to uploading to DBM & CSC	prior to uploading	prior to uploading	Imp	US	
8	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	upon submission of draft publication	within one hour from receipt	within an hour from receipt	Imp	US	
9	Reviews the vacancy announcements to ensure the competency	100% of all draft vacancy announcements reviewed, signed						



# Exhibit I

	requirements are indicated, signs, returns a copy to the department for their talent sourcing and have a copy posted at the website	and posted at the website and bulletin boards	upon receipt of draft publication	one hour from receipt	one hour from receipt	Imp	US	
10	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	Upon receipt of application & directly scheduled skills test	Upon receipt of application & on scheduled interview skills test	On scheduled interview & skills test	Imp	US	
11	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	Upon receipt of notice of APB meeting	On the day of APB meeting	On the day of APB meeting	Imp	US	
12	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 VSAS minutes	Upon receipt of draft minutes	On day from receipt	On the day of receipt	Imp	US	
13	Reviews appointment and supporting documents and signs	60appointments (adm.)	Upon receipt of appointment	within the day of receipt	within the day of receipt	Imp	US	
14	Facilitates preparation, finally reviews, signs and causes its submission to CSC	6 RAI, Part I; 6 RAI Part II	Upon receipt of RAI	within the day of receipt	2 day from receipt	Imp	US	
15	Welcomes the new appointee and briefs to submit documents asap to facilitate his/her first salary	10 new appointee	Upon appointee comes to pte	On the day appointee comes to pte	On the day appointee comes to pte	Imp	US	
16	Reviews and signs the training design and acts as resource speaker on human dynamics and SPMS	2 training design number of 150 participants	Upon receipt of draft training design	On the day of receipt	On the day of receipt	Imp	US	
17	Monitors status of OPCR and IPCR submissions and provides guidance and provides support to in charge and assist in imposing submission by offices and departments	100% submission of IPCR	within the rating period	within the rating period	within the rating period	Imp	US	

# Exhibit I

18	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 requests	3 scholarship/ assistantship 150 attendance to trainings/for a/etc. 1 sabbatical leave/secondment, certification study leave	Upon receipt of request	During USFCAS meeting	a week after USFC-AS meeting	Imp	US	
19	Prepares minutes, excerpts, referendum & endorsements of the Academic Scholarship Committee	6 minutes 6 notice 150 excerpts 20 referendum 20 endorsements	5 days after meeting	5 days after meeting	5 days	Imp	US	
20	Reviews draft scholarship contract, gives go signal for final printing and invites scholar for one on one explanation of the provisions of the contract and signs as witness	3 contracts	Upon receipt of approval	2 days from approval	On the day the scholar comes to office	Imp	US	
21	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)	Upon receipt of approval	2 days from approval	2 days from approval	Imp	US	
22	Conducts and/or facilitates in-house trainings and workshops	6 in-house trainings/ HR interventions conducted/facilitated 300 participants attended	On the day of training	On the day of the training	On the day of the training	Imp	US	
23	Acts as resource person during in house trainings and workshops	3 expert services as RP	Upon receipt of request	on the day of training	on the day of training	Very Imp	D	
24	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	During scheduled meeting	During scheduled on the day to submit ranking	On the day to submit ranking	Imp	US	
25	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	within the scheduled	within the scheduled	on the day as required	Imp.	US	
26	Revises/updates 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	Prior to stage 1 audit	a week prior to stage 1 audit	a week prior to stage 1 audit	Imp	US	
27	Implements 5S in own office and	office set up & records 95% 5 S						



Exhibit I

	staff offices	compliant	continuing	continuing	continuing	Imp	VS	
28	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	upon receipt of appointment	upon receipt	upon receipt	Imp	VS	
29	Prepares and uploads required documents to be uploaded in the ODAHRD data base	50% of documents uploaded in the data base	upon receipt of doc.	upon receipt	upon receipt	Imp	VS	
30	Reviews accuracy of monthly updating and uploading of plantilla in the e-GMIS	6 monthly updating 100% accurate	after completion of encoding	after completion of uploading	after completion of uploading			
31	Proposes new policies and procedures that becomes HR systems	1 HR systems	when the need arises	before end of rating period	in the middle of rating period	very impressive	C	
32	Presents VSU's best practices to outside gatherings of HRMPs and to groups conducting benchmarking in campus	2 agencies conducting benchmarking at VSU	when reporting	upon arrival of guests	on the day of guests arrival	very impressive	C	
33	Initiates and introduces innovation to improve operations and quality of service to clients	1 operations manual	when the need arises	within the rating period	within the rating period	very imp.	C	
34	Provides new documents for display at the Accreditation Center	5 new evidences under enhanced Prime HRM	when available	within the rating period	within the rating period	Imp	VS	
35	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 AACUP	within the rating period	within the rating period	within the rating period	Imp	VS	

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

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

Prepared by:

  
**REMBERTO A. PATINDOL**  
Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DR. LOURDES B. CANO**

Performance Rating: O

Aim: To enhance knowledge in human resource in preparation for level 3 assessment.

Proposed Interventions to Improve Performance:

Date: July 1, 2019 Target Date: December 1, 2019

First Step: Attend trainings in assessing HR effectiveness.

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Result: None. Was not able to attend the scheduled (2) trainings (DAP Training on Strategic Planning & ISO Leader Auditor Training due to health problem and was hospitalized.

Date: July 1, 2019 Target Date: December 31, 2019

Next Step:

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Self-study on ISO 9001:2015

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Outcome: HR group passed the Stage 1 audit without any finding/rating.


Final Step/Recommendation:

Send her to attend trainings on HR Analytics

Prepared by:

  
**REMBERTO A. PATINDOL**  
Unit Head

Conforme:

  
**LOURDES B. CANO**  
Name of Ratee Faculty/Staff