



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Carren Mae B. Vilbar**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

**4.95**

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

Reviewed by:

**CARREN MAE B. VILBAR**

Name of Staff

**MIRIAM M. DE LA TORRE**

Department/Office Head

Recommending Approval:

**HONEY SOFIA V. COLIS**

Dean/Director

Approved:

**DANIEL LESLIE S. TAN**

Vice President

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, Carren Mae B. Vilbar, of the Office of the Head of Recruitment, Selection, Placement and Personnel Records, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 1, 2022 to December 31, 2022.**

  
CARREN MAE B. VILBAR  
Ratee

Approved:

MIRIAM M. DE LA TORRE  
OIC Head, OHRSPPR

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>UGAS5. SUPPORT TO OPERATIONS</b>									
<b>OVPAP STO 1: ISO 9001:2015 ALIGNED DOCUMENTS</b>									
<b>ODAS/HRM STO 1: ISO 9001:2015 aligned documents and compliant processes</b>									
<b>OHRSPPR STO 1: ISO 9001:2015 aligned documents and compliant processes</b>	<b>PI 1.</b> Percentage of clients served rated the services received at least very satisfactory or higher	Provides better customer service experience to all clients	95% of clients rated services as very satisfactory or higher	95%					
	<b>PI 2.</b> Number of quality procedures revised/updated and registered at QAC	Provide assistance and inputs in crafting the revision of Quality Procedures.	2 quality procedures revised and registered	2	5	5	5	5.00	
	<b>PI 3.</b> Percentage implementation of all administrative and HR processes in accordance with existing approved quality procedures	Carry out all administrative and HR processes in line with existing approved quality procedures	100% processes implemented according to QP	100%	5	5	5	5.00	
	<b>PI 5.</b> Percentage of PRIME-HRM maturity level 3 accreditation evidences under RSP, PM & R&R prepared and submitted for approval	Assists in the gathering and compilation of the required evidences for RSP level 3	75% of required evidences for RSP level 3 prepared and submitted	75% of required evidences for RSP level 3 prepared and submitted	5	5	5	5.00	
					N/A				Still waiting for the release of the new lists of PRIME HRM assessment tools.
	<b>PI 6.</b> Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	Assists in the gathering and compilation of ISO evidences compliant with existing ODAS/HRM quality procedures	100% ISO compliant evidences	100% ISO compliant evidences readily available	5	5	5	5.00	
<b>VPAF STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b>									
<b>ODAS/HRM STO. 2: FOI aligned frontline services</b>									
<b>OHRSPPR STO. 2: FOI aligned frontline services</b>	<b>PI 7.</b> Percentage compliance to release of information based on VSU FOI Manual	Releases information to clients with approved requests based on VSU FOI Manual	100% compliant	100% compliant	5	5	5	5.00	
<b>VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b>									
<b>ODAS/HRM STO 3: ARTA aligned frontline services</b>									
<b>OHRSPPR STO 3: ARTA aligned frontline services</b>	<b>PI 8.</b> Efficient & customer friendly frontline service	Attends to queries and consultation on personnel matters	Zero percent complaint from clients served	Zero Percent	5	5	5	5.00	
<b>VPAF STO4: INNOVATIONS &amp; BEST PRACTICES</b>									
<b>ODAS/HRM STO 4: Innovations &amp; new Best Practices Development Services</b>									



GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OHRSPPR STO 4: Innovations & new Best Practices Development	PI 9. Percentage implementation of RSP and Payroll processes using the HRIS	Assists in Application of HRIS module on RSP processes	100% RSP	100%	4	5	5	4.67	
UMFO6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODAS/HRM GASS 1: Administrative and Support Services									
OHRSPPR GASS 1: Administrative and Support Services	PI 10. Number of administrative services and financial/ administrative documents acted within time frame	Encodes APB and NAPB request in the items of agenda ready for review and deliberations.	NAPB requests (100) APB requests (300)	NAPB requests (230) APB requests (466)	5	5	5	5.00	
	PI 11. No. of linkages with external agencies maintained	Communicates with external agency on NBC 461 matters	1 Agency (PASUC Zonal Center)	1 Agency (PASUC Zonal Center)	5	5	5	5.00	
	PI 12. No. of council/board/ committee assignments served/functions performed	Serve as secretary for the NBC 461 Committee	1 Committee	1 Committee (NBC 461 Committee)	5	5	5	5.00	
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement									
OHRSPPR GASS 7: PRIME-HRM compliant Recruitment, Selection & Placement	PI 4. Percentage of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President	Encodes APB actions in the excerpts of the approved minutes ready for approval and distribution to concerned departments	100% ranking and recommendations for faculty positions	100% (79 positions)	5	5	5	5.00	
	PI 16. Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	Assists in the reviewing of JO contracts for any requirement and format deficiencies	500 JO contracts	827 JO contracts	5	5	5	5.00	
VPAF GASS 2: Human Resource Management and Development									
ODAS/HRM GASS 8: PRIME-HRM compliant Performance Management services									
OHRSPPR GASS 11: Payroll and Leave benefits Services	PI 20. Number of Cert. of Service Record, Certificate of Employment, Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	Prepares and releases Service Records and Certificates of Employment. Prepares list of qualified personnel who are entitled for Step Increment	60 Cert. of Service Records 50 Cert. of Employment 12 Lists for Step Increment	502 Service Record 573 Cert of Employment 12 Lists for Step Increment	5	5	5	5.00	
	PI 21 Percentage of appointments for newly hired employee received and posted	Posts and records appointments for newly hired employee in the Service Card	100% implementation	100%	5	5	4	4.67	
	PI 22 Percentage of Service Cards updated	Updates Service Cards of regular, casual and contractual employees	100% Service Cards updated	100%	5	5	4	4.67	
Total Over-all Rating								4.93	
Average Rating :									

GASSs/PAPs	Success Indicators	Tasks Assigned	Target (January-December 2020)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
CARREN MAE B. VILBAR		Additional Points:			<b>Comments &amp; Recommendations for Development Purposes:</b> Has positive attitude which contributes to the vibrant vibes in the office. Should pursue finishing bachelor's degree.				
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING							
		ADJECTIVAL RATING							

Evaluated & Rated by:

  
**MIRIAM M. DE LA TORRE**

OIC Head, OHRSPPR

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

Recommending Approval:

  
**HONEY SOFIA V. COLIS**

OIC- Director, ODHRM

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

Approved by:

  
**DANIEL LESLIE S. TAN**

Vice President for Admin & Finance

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

Legend:

1 - Quality

2 - Efficiency

3- Timeliness

4 - Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1- December 31, 2022**

Name of Staff: **Carren Mae B. Vilbar**

Position: **Administrative Aide IV**

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


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

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1



11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
<b>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					
Average Score	60/12 = 5.0				

Overall recommendation : Should finish/obtain Bachelor's degree.

  
**MIRIAM M. DE LA TORRE**  
 Printed Name and Signature  
 Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHRSPPR

Head of Office: MIRIAM M. DE LA TORRE

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	✓	✓			
Coaching	✓	✓			

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

Conducted by:

Noted by:

  
**MIRIAM M. DE LA TORRE**  
 Immediate Supervisor

  
**HONEY SOFIA V. COLIS**  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Carren Mae B. Vilbar  
Performance Rating: July 1 – December 31 2022

Aim: To further enhance competencies in HR documents.

Proposed Interventions to Improve Performance:

Date: July 1, 2022

Target Date: December 31, 2022

First Step: Attendance to Seminar- Workshop/ Conventions/ Trainings related to management of HR documents.

Result: Was able to apply in the daily work.

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

Next Step: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Final Step/Recommendation:

Attendance to HR & Records Management related trainings to further enhance knowledge & competencies for effective implementation.

Prepared by:

  
MIRIAM M. DE LA TORRE  
Unit Head

Conforme:

  
CARREN MAE B. VILBAR  
Name of Ratee Faculty/Staff