



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	4.949	70%	3.46
2. Supervisor/Head's assessment of his contribution towards the attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.96

TOTAL NUMERICAL RATING: 4.96

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING 4.96

ADJECTIVAL RATING: Outstanding


Prepared by:


HONEY SOFIA V. COLIS
Director, HRMO

Reviewed By:


EDGARDO E. TULIN
OIC-Vice Pres. for Admin and Finance

Recommending Approval:


EDGARDO E. TULIN
OIC-Vice Pres. for Admin and Finance

Approved By:


DANIEL LESLIE S. TAN
OIC-President

Exhibit B

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 July to Decemeber 31, 2023.


HONEY SOFIA V. COLIS
 Ratee

Approved: 
EDGARDO E. TULIN
 OIC-Vice President for Admin & Finance

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 aligned documents									
	PI 1. Number of quality procedures prepared/maintained that are aligned and compliant to ISO 9001:2015 standard	HRMO Director, Unit Heads and Staff	10	10	5	5	5	5	
	PI 2. Percentage compliance of HRM practices to ISO 9001:2015 standards	HRMO Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
	PI 3. Number of operations manuals/policies prepared and submitted	HRMO Director	1	2	5	5	5	5	Availment of Financial Support for Attendance to L&D Activity for VSU Non-Acad Employees & Availment of Post-Doctoral Leave
VPAF STO 4: Innovations & Best Practices									
HRMO STO 4: Innovations & Best Practices									
	PI 1. Number of HR Information Systems continually improved and implemented	HRMO Director, Unit Heads and Staff	4	4	5	5	4	4.667	RSP, Plantilla, eDATS, Payroll
	PI 2. Percentage operationalization of HRMIS on Payroll	HRMO Director, Unit Heads and Staff, ICTMC & Accounting Office	80%	100%	5	5	5	5	
	PI 3. 100% of faculty and staff with licensure notified for renewal of PRC or Bar Identification card	HRMO Director, L&D Unit Head and Staff	100%	100%	5	5	5	5	


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 financial/ administrative documents acted within time frame	HRMO Director, Unit Heads and Staff	100%	100%	5	5	5	5	
	PI 2. 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 3. Number of offices and units directly supervised, monitored and coordinated	HRMO Director and Unit Heads	4	4	5	5	5	5	RSPPRO, LDRAO, PLBO, PMRRO
	PI 4. Number of major university committees assignment served	HRMO Director, Unit Heads and Staff	11	11	5	5	5	5	APB, NAPB, VFSC-AS, VASC, PMT, NBC 461 Local Evaluation Committee, SIAC, SALN Committee, OSH, Risk Management, GAD, and other Accreditation Committees
	PI 5. 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: Human Resource Management and Development									
	PI 1. Percentage compliance on PRIME-HRM Level II Standards, Policies & Practices	HRMO Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
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	HRMO Director, Unit Head and RSPPRO Staff	100% (250/250)	100% (283/283)	5	5	5	5	
	PI 2. Number of applicable vacant positions filled-up within prescribed period	HRMO Director, Unit Head and RSPPRO Staff	40	106	5	5	4	4.667	
	PI 3. Number of proposals pertaining to abolition and creation of positions submitted to DBM	HRMO Director, Unit Head and RSPPRO Staff	2	2	5	5	5	5	
	PI 4. Number of faculty appointed for permanency	HRMO Director, Unit Head and RSPPRO Staff	5	23	5	5	5	5	

	PI 5. Number of JO/Parttime contracts processed	HRMO Director, Unit Head and RSPPRO Staff	800	JO=858 Parttime=110	5	5	5	5	
	PI 6. Percentage of personnel service records maintained	HRMO Director, Unit Head and RSPPRO Staff	100% (700/700)	100% (730/730)	5	5	5	5	
	PI 7. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	HRMO Director, Unit Head and RSPPRO Staff	4	4	5	5	5	5	
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, implemented/facilitated & reports prepared	HRMO Director, Unit Head and LDHRAO Staff	30	44	5	5	4	4.667	
	PI 2. Percent increase VSU employees trained/developed of last year	HRMO Director, Unit Head and LDHRAO Staff	15% increase of last year (1504)	42% increase of last year (3640)	5	5	5	5	
	PI 3. Number of requests for participation to trainings/seminar-workshops/conferences/for a	HRMO Director, Unit Head and LDHRAO Staff	Faculty:500 Admin:200	Faculty: 1,545 Admin: 230	5	5	5	5	
	PI 4. Number of requests for sending faculty/staff for new scholarships/fellowships facilitated	HRMO Director, Unit Head and LDHRAO Staff	15	Faculty:19	5	5	5	5	
	PI 5. Number of VSU Scholars monitored	HRMO Director, Unit Head and LDHRAO Staff	55	Faculty: 192 Admin: 7	5	5	5	5	
	PI 6. Number of requests on sabbatical leave for faculty facilitated	HRMO Director, Unit Head and LDHRAO Staff	3	5	5	5	5	5	
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	HRMO Director, Unit Head and PMRRO Staff	100% of recieved IPCRs reviewed and validated	100%	5	5	5	5	
	PI 2. Number of report of performance rating prepared and submitted to higher offices	HRMO Director, Unit Head and PMRRO Staff	3	3	5	5	5	5	For July to December 2023 rating period
	PI 3. Number of evaluation of JO performance tabulated	HRMO Director, Unit Head and PMRRO Staff	1,000	1,217	5	5	5	5	

	PI 4. Number of report on comments and recommendations for development purposes	HRMO Director, Unit Head and PMRRO Staff	1	1	5	5	5	5	
	PI 5. Number of university employees awarded after rigid screening during anniversary celebrations	HRMO Director, Unit Head and PMRRO Staff	50	54	5	5	5	5	
	PI 6. Number of employees given loyalty award	HRMO Director, Unit Head and PMRRO Staff	70	79	5	5	5	5	For July to December 2023 rating period
	PI 7. Number of deserving employees nominated to CSC Honors & Awards Program and nomination documents packaged and submitted	HRMO Director, Unit Head and PMRRO Staff	6	14	5	5	5	5	
	PI 8. Percentage of employees identified as top ranking and given step increment based on merit	HRMO Director, Unit Head and PMRRO Staff	5%	5%	5	5	5	5	
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	ODHRM Director, Unit Head and OHPLB Staff	70%	90%	5	5	4	4.667	547/780 updates of leave balances in the HRIS & Leave Cards
	PI 2. Number of terminal leave benefits processed	ODHRM Director, Unit Head and OHPLB Staff	15	32	5	5	4	4.667	Terminal leave of Previous years=4 2023=13
	PI 3. Number of payroll for salary and wages, honoraria, RATA, etc. processed within prescribed period	ODHRM Director, Unit Head and OHPLB Staff	500	927	5	5	5	5	
	PI 4. Number of special payroll for bonuses prepared (mid-year bonus, year-end bonus/Cash Gift, CNA, loyalty bonus, clothing allowance, PEI, SRI, Step Increment based on merit, tuition, stipend & book allowance for scholars)	ODHRM Director, Unit Head and OHPLB Staff	200	397	5	5	5	5	
	PI 5. Number of Notice of Step Increment (NOSI) and Notice of Salary Adjustment (NOSA) prepared and released	ODHRM Director, Unit Head and OHPLB Staff	NOSI=130 NOSA=720	NOSI=140 NOSA=733	5	5	4	4.667	

	PI 6. Percentage processing of applications for loan with GSIS	ODHRM Director, Unit Head and OHPLB Staff	100%	100%	5	5	5	5	
Total Over-all								193.00	
Average Rating :								4.949	
Additional Points:									
Punctuality Approved									
Additional points (with copy of									
FINAL RATING								4.949	
ADJECTIVAL								0	

Evaluated & Rated by:


EDGARDO E. TULIN
 OIV-VP for Admin. and Finance

Date: 1/19/24

Approved by:


DANIEL LESLIE S. TAN
 President

Date: 1/19/2024

Comments & Recommendations for Development Purposes:

Excellent work

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 31, 2023

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						

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						
Average Score						

Overall recommendation

: dependable worker


EDGARDO E. TULIN
 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: HRMO

Head of Office: DANIEL LESLIE S. TAN

Number of Personnel:

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

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

Conducted by:


EDGARDO E. TULIN
 OIC-VP for Admin. and Finance

Noted by:


DANIEL LESLIE S. TAN
 University President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HONEY SOFIA V. COLIS
Performance Rating: July 1 to December 31, 2023

Aim: Capacity building of the employee.

Proposed Interventions to Improve Performance:

Date: July 1, 2023 Target Date: December 31, 2023

First Step:

attend relevant trainings

Result:

Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:



EDGARDO E. TULIN

OIC-VP for Administration and Finance

Conforme:


HONEY SOFIA V. COLIS
Name of Ratee Faculty/Staff