



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Luvilla G. Alcober

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89
Add: Additional Approved Points, if any: -
TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: Outstanding

Prepared by:


LUVILLA G. ALCOBER
Name of Staff

Reviewed by:


JENNIFER E. ANDO
Department/Office Head

Recommending Approval:


HONEY SOFIA V. COLIS
Dean/Director

Approved:



REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Luvilla G. Alcober, 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 the indicated measures for the period January 1 to June 30, 2021.

Approved:


LUVILLA G. ALCOBER
Ratee


JENNIFER E. ANDO
OIC-Head, OHRSPPR

MFOs/PAFs	Success Indicator	Tasks Assigned	Targets Jan 1-Jun 30, 2021	Accomplishment		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
UMFO5. SUPPORT TO OPERATIONS										
OVPAF MFO 1: ISO Aligned Management and Administrative Support Services										
OVPAF MFO 2: Human Resource Management and Development										
ODHRM MFO 1: Administrative and Support Services Management										
PI. 1 Efficient & customer friendly frontline service	Satisfied clients due to prompt, efficient and effective service	Provides customer friendly services related to ODHRM mandates	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	4	4	5	4.33	No complaint received.

		Act as dDRC of ODHRM: Disseminates newly cascaded documented information from QAD; maintains/updates masterlist of internal documents, materlist of external documents, quality records matrix and NAP Form 1; facilitates submission of required documents; attends dDRC meetings; etc.	100% of dDRC's tasks acted and complied within timeframe without non-conformity to the standard of ISO 9001:2015	100% of dDRC's tasks acted and complied within timeframe without non-conformity to the standard of ISO 9001:2015	100%	5	5	5	5.00	Based on records
ODHRM MFO 2: Implementation of the Recruitment, Selection and Placement System										
PI.8 Number of reports generated from the system	No. of reports required by regulatory bodies acted and complied within timeframe	Prepares and submits Reports of Accession and Separation of faculty and staff and other required reports to CSC	Prepared and submitted 6 accession/6 separation reports to CSC on or before 10th day of the succeeding month	Prepared and submitted 6 accession/6 separation, IGHRs COC and PWD reports to CSC on or before 10th day of the succeeding month	100%	5	5	5	5.00	Based on records
		Prepares draft and submits budgetary reuirements of VSU personnel	Prepared and submitted 1- Manpower Complement; 1-BP 204 to Budget Office within time frame	Prepared and submitted 1- Manpower Complement; 1- BP 204 to Budget Office within time frame	100%	5	5	5	5.00	Based on records

		Prepares and submits required reports by CHEDRO8, Ombudsman, PASUC and VSU Offices	Prepared and submitted 15 various reports to CHEDRO8, Ombudsman, PASUC, and VSU Offices within timeframe	Prepared and submitted 57 various reports to CHEDRO8, Ombudsman, PASUC, and VSU Offices within timeframe	100%	5	5	5	5.00	Based on records
		100% of personnel movements prepared with ARA and submitted to GSIS through WEBMSP 2 days after receipt of NOSI/NOSA/ request/ appointments and updated VSU database and IGHRIS (CSC)	100% of personnel movements prepared with ARA and submitted to GSIS through WEBMSP 2 days after receipt of NOSI/NOSA/ request/ appointments and updated VSU database and IGHRIS (CSC)	80 personnel movements prepared with ARA and submitted to GSIS through WEBMSP 2 days after receipt of NOSI/NOSA/ request/ appointments and updated VSU database and IGHRIS (CSC)	100%	5	5	5	5.00	Based on records
		100% monthly updating of e-GMIS and uploading to DBM	100% monthly updating of e-GMIS and uploading to DBM	100% monthly updating of e-GMIS and uploading to DBM	100%	5	5	5	5.00	Mandatory
		Downloads PSIPOP data and disseminates to external campuses and 6 hard copies prepared for reference	6 sets (monthly) downloaded and disseminated to external campuses and 6 hard copies prepared for reference	6 sets (monthly) downloaded and disseminated to external campuses and 6 hard copies prepared for reference	100%	5	5	5	5.00	Mandatory

	Number of auditable/registered quality procedures and forms	Assists in the revision of RSP PMs and facilitates registration of ODHRM quality procedures and forms	10-quality procedures; 25-forms revised/registered	10-quality procedures; 25-forms reviewed for revision/ registration	100%	5	5	4	4.67	
		Assists in the implementation of RSP processes	Provides 100% support to the implementation of RSP processes	Provided 100% support to the implementation of RSP processes	100%	5	5	4	4.67	
		Prepares publications of vacancies of staff in the basence of in-charge	100% publication to be prepared	N/A since in-charge was around the whole rating period						
		Prepares and processes appointments and RAI in the absence of in-charge	100% appointment and RAI to be prepared	N/A since in-charge was around the whole rating period						
		Submits to the BOR through the UAdCo all personnel related actions of APB & NAPB that needs BOR & UADCO action	100% of personnel related actions of APB & NAPB with UADCO and BOR action/s	11 personnel related actions of APB & NAPB with UADCO and BOR action/s	100%	5	5	5	5.00	Based on records
		Prepares/computes and submits all Certification on the Number of Preparation for Parttimers to OHRSPPR for payroll preparation	100% of all Parttime Instructors' Certification acted within time frame	89 Parttime Instructors' Certification acted within time frame	100%	5	5	5	5.00	Based on records

		Do other task assigned by supervisor	100% of other task assigned by supervisor acted and complied within timeframe	100% of other task assigned by supervisor acted and complied within timeframe	100%	5	5	4	4.67	Reply to retirees, secretary of ODHRM, etc.
Total Over-all Rating									63.33	
Average Rating :									4.87	
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING									4.87	
ADJECTIVAL RATING									0	

Evaluated & Rated by:

JEND
JENNIFER E. ANDO
 OIC-Head, OHRSPPR

Date: 7-30-21

Hms
HONEY SOFIA V. COLIS
 OIC-Director, ODHRM

Date: 7-30-21

Approved by:

[Signature]
REMBERTO A. PATINDOL
 VP for Admin. and Finance

Date: 7-30-2021

Comments & Recommendations
for Development Purposes:

*To attend CSC & HR
related trainings*

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: Luvilla G. Alcober

Position: AO II


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				
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	4.92				

Overall recommendation : _____


JENNIFER E. ANDO
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OHRSPPR-ODHRM


Head of Office: JENNIFER E. ANDO

Number of Personnel:

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		March 2, 2021 (2 ND ODHRM MEETING)			Re-alignment of duties and responsibilities based on office mandates.

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

Conducted by:


HONEY SOFIA V. COLIS
OIC-Director, ODHRM

Noted by:


REMBERTO A. PATINDOL
VP for Admin. and Finance

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
ODHRM MFO 1: Administrative and Support Services Management								
PI. 1 Efficient & customer friendly frontline service	Provides customer friendly services related to ODHRM mandates	LG Alcobor	January to June 2021 (As the need arises)		Complied			
	Act as dDRC of ODHRM: Disseminates newly cascaded documented information from QAD; maintains/ updates masterlist of internal documents, masterlist of external documents, quality records matrix and NAP Form 1; facilitates submission of required documents; attends dDRC meetings; etc.	LG Alcobor	January to June 2021 (As the need arises)		Complied			
ODHRM MFO 2: Implementation of the Recruitment, Selection	Prepares and submits Reports of Accession and Separation of faculty and staff and other required reports to CSC	LG Alcobor	January to June 2021 (As the need arises)		Complied			
	Prepares draft and submits budgetary requirements of VSU	LG Alcobor	January to June 2021 (As the need arises)		Complied			
	Prepares and submits required reports by CHEDRO8, Ombudsman, PASUC and VSU Offices	LG Alcobor	January to June 2021 (As the need arises)		Complied			
	100% of personnel movements prepared with ARA and submitted to GSIS through WEBMSP 2 days after receipt of NOSI/NOSA/ request/ appointments and updated VSU database and IGHRM (CSC)	LG Alcobor	January to June 2021 (As the need arises)		Complied			

	100% monthly updating of e-GMIS and uploading to DBM	LG Alcober	January to June 2021 (Monthly)		Complied		
	Downloads PSIPOP data and disseminates to external campuses and 6 hard copies prepared for reference	LG Alcober	January to June 2021 (Monthly)		Partially Complied		
	Assists in the revision of RSP PMs and facilitates registration of ODHRM quality procedures and forms	LG Alcober	January to June 2021 (As the need arises)		Complied		
	Assists in the implementation of RSP processes	LG Alcober	January to June 2021 (As the need arises)		Complied		
	Prepares publications of vacancies of staff in the absence of in-charge	LG Alcober	January to June 2021 (As the need arises)		N/A in-charge was around		
	Prepares and processes appointments and RAI in the absence of in-charge	LG Alcober	January to June 2021 (As the need arises)		N/A in-charge was around		
	Submits to the BOR through the UAdCo all personnel related actions of APB & NAPB that needs BOR & UADCO action	LG Alcober	January to June 2021 (As the need arises)		Complied		
	Prepares/computes and submits all Certification on the Number of Preparation for Parttimers to OHRSPPR for payroll preparation	LG Alcober	January to June 2021 (As the need arises)		Complied		
	Do other task assigned by supervisor	LG Alcober	January to June 2021 (As the need arises)		Complied		

Prepared by:


JENNIFER E. ANDO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LUVILLA G. ALCOBER
Performance Rating: January to June 31, 2021

Aim: Further enhance HR Competencies

Proposed Interventions to Improve Performance:

Date: January 2021 Target Date: June 30, 2021

First Step:

Regular meeting & updating in HRM process specifically in RSP.

Result:

Mastery of the processes in RSP

Date: January 2021 Target Date: June 30, 2021

Next Step:

attend various CSC & other HR related trainings


on advance studies

Outcome: Ready to go & undergo leadership responsibilities

Final Step/Recommendation:

To finish masteral degree

Prepared by:


JENNIFER E. ANDO
OIC-Head, OHRSPPR

Conforme:


LUVILLA G. ALCOBER
Name of Ratee Faculty/Staff