



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	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.87

ADJECTIVAL RATING: "O"

Prepared by:

Reviewed by:


LUVILLA G. ALCOBER
Name of Staff


HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval:


HONEY SOFIA V. COLIS
Dean/Director

Approved:


EDGARDO E. TULIN
OIC Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Luvilla G. Alcobér, of the LDHRAO, 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 December 31, 2023.

Approved:

LUVILLA G. ALCOBER
Ratee

Honey 1/19/24
HONEY SOFIA V. COLIS
Director, HRMO

MFOs/ PAFs	Success Indicator	Tasks Assigned	Target Sept 1 - Dec 31, 2023 (new designation)	Accomplishment (January-December 2023) RSPPRO: Jan-Aug 2023 DLHRAO: Sep-Dec 2023		Rating				Remarks
				Actual Accomplishment	Percentage	Q ¹	E ²	T ³	A ⁴	
LDHRAO Accomplishments:										
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/revised/implemented	Assist in the implementation of LDHRAO QPs and documented information aligned and compliance to ISO 9001:2015 standard	6 LDHRAO QPs	6 LDHRAO QPs	100%	5	5	5	5	
		Revise/update QP for LDHRAO	1 QP	3 QPs for registration	100%	5	5	4	4.67	
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	Review and act on financial/administrative documents within time frame	100% accomplishment	100% accomplishment	100%	5	5	5	5	
	PI 2. Number of personnel directly supervised, monitored and coordinated	Supervise, monitor, and coordinate personnel	3 personnels	3 personnels	100%	5	5	5	5	
	PI 3. Efficient & customer-friendly frontline service	Provide customer friendly services related to LDHRAO mandates	Zero complaint from clients served	Zero complaint from clients served	100%	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development										
HRMO GASS 2: Human Resource Management and Development										
HRMO GASS 2.2: Effective and efficient implementation of the L&D Systems and Processes										
	PI 1. No. of In-house L&D activities planned, implemented/facilitated & reports prepared	Oversee the planning and implementation of approved/requested in-house activities	8 approved/requested in-house activities	11 approved/requested in-house activities	100%	4	5	5	4.67	
		Prepare activity designs for in-house/requested activities	5 activity designs	8 activity designs	100%	5	5	5	5	
		Prepare/design/layout programs/certificates to be distributed to the Resource Speakers, MCs, and participants	100% compliant	100% compliant	100%	5	5	5	5	
		Prepare activity completion report with complete attachments	5 completion reports	10 completion reports	100%	5	5	5	5	

		Prepare and conduct TNA for CY 2024-2028	Roll out TNA for CY 2024-2028	Roll out TNA for CY 2024-2028	100%	5	5	5	5	Director and VP Levels only
		Submit proposal to enhance L&D System	1 proposal	1 proposal submitted to ICTMC	100%	4	5	5	4.67	
		Maintain/update VSU database of personnel	1	3 coach in-charge	100%	5	5	5	5	
		Do other task assigned by supervisor	100% of other task assigned by supervisor to be complied within timeframe	100% of other task assigned by supervisor to be complied within timeframe	100%	5	5	5	5	
Sub-Rating									64	
Sub-Average Rating :									4.92	
RSPPRO Accomplishments:										
UMFO 5: Support to Operations (\$TO)										
VPAF STO 1: ISO 9001:2015 aligned documents										
HRMO STO 1: ISO 9001:2015 aligned documents										
	PI 1. Number of quality procedures prepared/revised/implemented	Assist in the implementation of RSP QPs and documented information aligned and compliance to ISO 9001:2015 standard	2 RSP QPs	2 RSP QPs	100%	5	5	5	5	
		Act as dDRC of HRMO: Disseminate newly cascaded documented information from ODQA; maintain/update masterlist of internal documents, masterlist of external documents, quality records matrix and NAP Form 1; facilitate submission of required documents; attend dDRC meetings; etc.	100% of dDRC's tasks to be complied within timeframe and compliant to the standard of ISO 9001:2015 such as but not limited to cascading, submission of masterlist & other required documented information and attendance to meetings	100% of dDRC's tasks to be complied within timeframe and compliant to the standard of ISO 9001:2015	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 documents acted within time frame	Prepare/compute certification for preparation pay of parttime teachers and submit to PLBO for payroll preparation	150 Parttime Teachers	79 Parttime Teachers	100%	5	5	4	4.67	
		Prepare budgetary requirements of VSU personnel for submission to VSU Budget Office/DBM	1 BP 204 1 Form D Budget Proposal 1 Form F Budget Proposal 1 Comparative Report 1 Form E Time Series	1 BP 204 1 Form D Budget Proposal 1 Form F Budget Proposal 1 Comparative Report 1 Form E Time Series	100%	5	5	5	5	
		Prepare/submit required reports by CHEDRO8, Ombudsman, PASUC and VSU Offices	50 various reports to be submitted to CHEDRO8, Ombudsman, PASUC and VSU Offices within timeframe	55 various reports to be submitted to CHEDRO8, Ombudsman, PASUC and VSU Offices within timeframe	100%	5	5	5	5	
	PI 2. Efficient & customer-friendly frontline service	Provide customer friendly services related to HRMO mandates	Zero complaint from the clients served	Zero complaint from the clients served	100%	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development										
HRMO GASS 2: Human Resource Management and Development										
HRMO GASS 2.1: Effective and efficient implementation of the Recruitment, Selection and Placement system and processes										
	PI 1. Number of faculty & administrative positions created/upgraded	Assist in the preparation and submission of necessary documents to DBM	Provide 100% assistance in the preparation and submission of necessary documents to DBM	Provide 100% assistance in the preparation and submission of necessary documents to DBM	100%	5	5	5	5	

Approved Additional points (with copy of approval)									
FINAL RATING								4.92	
ADJECTIVAL RATING								0	

Evaluated & Rated by:

Honey

HONEY SOFIA V. COLIS

Director, HRMO

Date: 1/19/2024

Approved by:

Edgardo

EDGARDO E. TULIN

VP for Admin. and Finance

Date: 1/19/24

Comments & Recommendations
for Development Purposes:

To pursue masteral degree.

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: September 1 to December 31, 2023

Name of Staff: Luvilla G. Alcober Position: Administrative Officer 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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		58				

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	20 23				
Average Score	4.57 76.8				

Overall recommendation : _____


HONEY SOFIA V. COLIS
 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: LDHRAO-HRMO

Head of Office: HONEY SOFIA V. COLIS

Number of Personnel:

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	from time to time	Meetings	HRMO office Order #02, S. 2023		Year-end Assessment & Planning Workshop
Coaching		July 2023 (HRMO Staff Meeting)			Mid-Year Assessment of office targets.

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

Conducted and noted by:


HONEY SOFIA V. COLIS
 Director, HRMO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LUVILLA G. ALCOBER
Performance Rating: July 1-December 31, 2023

Aim: To enhance supervisory skills.

Proposed Interventions to Improve Performance:

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

First Step: Recommended to Office of the President as
participant to the ESC Supervisory Dev't. Course (SDC)
Tract 2 + 3

Result: Included in the list of participants for SDC Tract 2 + 3

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

Next Step: attended the SDC Tract 2 + 3

Outcome: Completed the SDC Tract 2 + 3.

Final Step/Recommendation:

To attend trainings to develop L + D management^{facilitation} skills.

Prepared by:

HONEY SOFIA V. COLIS
Director, HRMO

Conforme:

LUVILLA G. ALCOBER
Name of Ratee Faculty/Staff