



# Visayas State University

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## Office of the President

30 June 2016

MEMORANDUM NO. 168

Series of 2016


T O: Ms. Marwen A. Castañeda - Chairperson  
Ms. Andreli D. Pardales - Member  
Ms. Karina Immaculada B. Apale - Secretary

R E: Ad Hoc Committee

Please constitute yourselves into a committee to prepare a draft instrument to assess the outputs delivered or change of work attitude of employees after attending seminars or trainings. The purpose of said instrument is to come up with cost benefit analysis in sending staff to a training or seminar-workshop. This is in compliance to the Agency Action Plan for PRIME-HRM Target Maturity Level of the university in order to meet Level 2 Accreditation of the CSC.

The timeline given for this activity based on our action plan is July 11, 2016. Please submit therefore your output draft instrument on or before said date. The said instrument will be reviewed by the Administrative Scholarship Committee before its approval and final implementation.

Please be guided accordingly.

  
EDGARDO E. TULIN  
President *Enc* 7/4/16

# **AGENCY ACTION PLAN** **For PRIME-HRM Target Maturity Level**

**Agency: Visayas State University**

## **Step I: Stating the Goal (GOAL)**

**Purpose:** What is the purpose of drafting this action plan?  
 To meet level 2 – process defined HRD (Learning and Development).

## **Step II: Determining the Current State (REALITY)**

*Review the results of the PRIME-HRM Assessment Tool. What are the results saying with regards to the following?*

1. What is the overall assessment rating per Level? (Write down percentage rating based on assessment results)	Level 1	Systems	100%	Competencies	100%
	Level 2	Systems	100%	Competencies	100%
	Level 3	Systems	100%	Competencies	100%
	Level 4				
2. What is our Current Maturity Level for all of the 4 Core HR Systems? (Write down maturity level based on assessment results)	Level 2 for RSP, PMS & R & R				
3. What is the indicated Target Maturity Level for the Agency? (Write down maturity level based on assessment results)	Level 2 for L & D				
4. What Maturity Level do we want to target for the Agency. Why? (Write down decision of the Agency Stakeholders.)	Level 3 on all areas: RSP, PMS, HRD (L & D) and R & R because based on assessment result, VSU is deficient only on cost benefit analysis in L & D and on-line data management of performance of employees				
5. Which Core HR System/s are we strong at given our current maturity level? (Place an "X" mark based on assessment results)	RSP	X			
	L&D	X			
	PMS	X			
	R&R	X			

6. Which Core HR System/s do we need improvement on given our current maturity level? (Place an "X" mark based on assessment results)	RSP			
	L&D X			
	PMS X			
	R&R			
7. Which Core HR System/s do we want to prioritize given our current maturity level and our target maturity level? Why? (Place an "X" mark as decided by the Agency Stakeholders)	RSP			
	L&D X			
	PMS X			
	R&R			
8. What is our prioritization of the 4 Core HR Systems? (List down priority from 1-4, 1 being the top priority, 4 being the last priority as decided by Agency stakeholders)	RSP 1			
	L&D 2			
	PMS 3			
	R&R 4			
9. Of the HR System/s we want to prioritize, which lenses do we need improvement on? Systems, Competencies or Practices? (List down priority from 1-3, 1 being the top priority and 3 being the last priority based on assessment results)		Systems	Practices	Competencies
	RSP	1	3	2
	L&D	1	3	2
	PMS	1	3	2
	R&R	1	3	2
10. Of the HR System/s we want to prioritize, which lenses do we want to focus on? Why? (List down priority from 1-3, 1 being the top priority and 3 being the last priority as decided by the Agency Stakeholders).		Systems	Practices	Competencies
	RSP	1	3	2
	L&D	1	3	2
	PMS	3	2	1
	R&R	3	2	1

**Step III: Mapping out the Action Plans (OPTIONS & WAY FORWARD)**

Target HR System		Recruitment, Selection and Promotion					
Target Lenses		System, Competency, Practices					
Recommended Action Steps based on Assessment Tool Results & Report& as determined by Agency Stakeholders	Detailed Activities <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When? (Day/Month)</i>	Success Indicators <i>(How will you know that you are making progress? What are your benchmarks? How will you determine that your goal has been reached? What are your measures?)</i>	Resources <i>A. Resources Available B. Resources Needed (financial, human, political &amp; other)</i>	Potential Barriers <i>A. What individuals or organizations might resist your plan of action? B. How? (plug in data from your Stakeholder Interest Matrix &amp;Engagement Plan)</i>	Communications Plan <i>Who is involved? What methods? How often?</i>
Assessment of the outputs delivered and/or change of work attitude of the employees after attending a training or seminar	Present to the Scholarship Committee the required action plan to comply with the deficiencies for VSU to qualify for a Level 2 maturity level under PRIME-HRM	ODAHRD, Vice Presidents, Scholarship Committees	June 21, 2016	List of members to be identified to comprise the committee who will prepare the instruments needed	none	Identified committee members decline due to being overloaded of other assignments	Memorandum
	Create and convene the committee to prepare the draft proposed instrument for College Deans/ Directors to assess the outputs delivered or change of work attitude of employees after attending trainings	Committee Chairperson, social scientists to prepare the two instruments, ODAHRD Director, Vice Presidents, Scholarship Committees	June 27, 2016	Draft proposal with ready instrument to assess outputs delivered and/or change/improvement of work attitude because of the training/seminars attended submitted to scholarship committees	Man-hours, supplies , snacks	Conflict of schedules because of AACCUP accreditations, VSU anniversary, Phil. Service anniversary, Stage 2 Audit of HR & College of Engineering	Memos, meetings, workshops, FGD

	Social scientist to prepare draft of the two instruments for review by the committee	Social Scientist or psychologists and other member who is good in assessment studies	July 11, 2016	Draft Instrument			
	Review the proposed instruments received and approved for immediate implementation	Scholarship Committees both for faculty and administrative staff, University President	August 4, 2016	Proposal reviewed by the scholarship committees and approved by the President	Man-hours, snacks	Conflict of schedules because of AACCUP accreditations, VSU anniversary, Phil. Service anniversary, Stage 2 Audit of HR & College of Engineering	Series of meetings
	Conduct of consultation workshop of the new system among	Scholarship Committees both for faculty and administrative staff, University President, Department/office heads, Vice Presidents, Deans, Directors	August 18, 2016	Final copy of the instrument and the guidelines	Man-hours, lunch, snacks	Availability of the intended participants	workshop
	Issues memo and provide copies of the proposal to the Vice Presidents for implementation in their respective sectors	Vice President for Adm. & Finance as chairman of the Scholarship Committee for Adm. Staff & Vice President for Instruction as Chairman of the Scholarship Committee for Academic Staff, President	August 22, 2016	Memo duly signed by the two committee chairmen and disseminated for implementation by all stakeholders	Supplies, internet/intranet connectivity		Sending of e-copies to stakeholders by internet and/or intranet plus personal delivery through Records Document Control Officer
	Conduct of series of orientation meetings	ODAHRD, PRPEO, Records, OVPAF	August 22-26, 2016	Orientation meetings conducted, number of	Man-hours of attendees,	Attendance is not 100%	Meetings, hand outs

	among the stakeholders by Cluster			orientations and attendees	snacks		
	Conduct the assessment as proposed of the number of outputs and change of work attitudes 15 days before end of rating period on all training/seminar attended 6 months from assessment	Vice President duly assisted by his Directors & department heads	On-going but to start the assessment September 2016	Copy of the assessment tools duly filled and submitted to the PRPEO	supplies	Compliance to the submission of assessment results	Memos after consultation workshops and orientation
	Encodes the result of the assessment in the records of the employee	PRPEO staff in charge	A day after receipt of assessment instruments duly filled up	Data base updated	Man-hours	Brown outs and other interventions due ad hoc assignments	Memo to encoder and others concerned
	Analyzes the data gathered	Dept. of Statistics c/o Dr. Patindol, PRPEO in-charge	Every after end of June and December every year	Findings and recommendations	Man-hours of statistician	Brown outs and other interventions due ad hoc assignments	Memo to statisticians and others concerned
	Prepares the report on the findings and recommendations based on analysis conducted	Vice Presidents (4)	First week of January all reports for previous years prepared	Reports of findings	Man-hours, supplies	Brown outs and other interventions due ad hoc assignments	Reminders for submission of report
	Undertakes action based on the result of the analysis	Vice Presidents (4), University President	Within one month from completion of analysis	Memos issued			Memo from the President

**Step 4: Next Steps (WRAP UP)**

Date of Next Process Consulting Session:	August 31, 2016
Agenda for Next Process Consulting Session:	Revisit on the Action Plan and monitoring of its implementation

Tasks to be achieved prior to next Process Consulting Session	Person/s Responsible
Conduct of the assessment starting September 2016	Administrative Staff Scholarship Committee

PREPARED BY: **LOURDES B. CANO**  
Director, ODAHRD DATE: June 15, 2016

ASSISTED BY: **REMBERTO A. PATINDOL**  
VP for Administration & Finance DATE: June 15, 2016

APPROVED BY: **EDGARDO E. TULIN**  
VSU University President DATE: June 15, 2016