

APPROVED:

EDGARDO E. TULIN
University President

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

| Accomplishment for July to December 2017 | | Rating | | | | Remarks |
|---|------------|----------------|----------------|----------------|----------------|---------|
| Actual Accomplishments as December 31, 2017 | Percentage | Q ¹ | E ² | T ³ | A ⁴ | |
| | | | | | | |

OVPAF MFO 2: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT


| ODAHRD MFO 1: | Administrative and support services Management | PL 1 Efficient & customer friendly frontline service | All ODAHRD, PRPEO & RECORDS Staff | Zero percent complaint from clients served | Zero percent complaint from clients served | 100% | 5 | 5 | 5 | 5 | |
|---------------|--|---|-----------------------------------|--|---|------|---|---|---|---|--|
| | | PL 2 Number of administrative services and financial/administrative documents acted within time frame | ODAHRD & Records Office | ODAHRD 3,000 & RECORDS 5000 of documents | ODAHRD 5667 documents, & Records 6,798 docs | 156% | 5 | 5 | 5 | 5 | |
| | | PL 3 No. of offices and personnel directly supervised | LB Cano | 3 offices 5 permanent & 2 JO personnel | 3 offices, 5 permanent & 2 JO personnel | 100% | 5 | 5 | 5 | 5 | |
| | | PL 4 No. of linkages with external agencies maintained | ODAHRD, PRPEO, RECORDS | 18 (CSC Omnoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATE, CSC Central, CHED, Ombudsman, GSIS, & NAP National & NAP Cebu, Baybay Postal Office & COA) | 18 (CSC Omnoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, NAP, IATE, CSC Central, CHED, Ombudsman & GSIS, & NAP National & NAP Cebu, Baybay Postal Office & COA) | 100% | 5 | 5 | 5 | 5 | |
| | | PL 5 No. of ad hoc committee assignments performed | ODAHRD, PRPEO, RECORDS | ODAHRD-12 Committees: (QCE, AACCU, NAPB, PMT, VSFC-A, VSFC-NA, BAC, GAD-TWG, QMS, ISA, UADCO & Student Housing), RECORDS-4 | ODAHRD-12 Committees: (AACCU Institutional, NAPB, PMT, VSFC-A, VSFC-NA, BAC, GAD-TWG, QMS, ISA, UADCO, Student Housing), RECORDS-4 & PRPEO-4 | | 5 | 5 | 5 | 5 | |


| NO. | MFOs/PAPs | Success Indicators | Persons Responsible | Target (July-December 2017) | Accomplishment for July to December 2017 | | | | Remarks | | |
|---------------|---|---|---------------------------|---|---|------------|--------|---|---------|------|--|
| | | | | | Actual Accomplishments as December 31, 2017 | Percentage | Rating | | | | |
| ODAHRD MFO 2: | Recruitment, Selection & Promotion Services | Pl. 6 No. of publications of vacancies submitted to CSC | ODAHRD, CSC Western Leyte | 6 publications submitted to CSC | 9 publications submitted to CSC | 150% | 5 | 5 | 5 | 5 | |
| | | Pl. 7 No. of vacancy announcements prepared & posted in bulletin boards, website & social media | ODAHRD, VSU Web team | 10 vacancy announcements posted | 11 vacancy announcements posted | 110% | 5 | 5 | 5 | 5 | |
| | | Pl.8 No. of Personnel Board/Committee assignment performed | ODAHRD, PRPEO | (20) 6 PRPEO (2 Personnel boards & 4 Committees) ODAHRD 9 (2 boards, 7 committees) 5 Records (5 committees) | (23) 6 PRPEO (2 Personnel boards & 4 Committees); 12 ODAHRD (2 boards, 7 committees) 5 Records(5 committees) | 115% | 5 | 5 | 5 | 5 | |
| | | Pl.9 Number of vacant administrative positions opened for applications, applicants screened, interviewed/evaluated and comparative assessments prepared | ODAHRD, PRPEO | 6 Comparative Assessments of candidates to vacant administrative positions prepared and reviewed | 8 Comparative Assessments of candidates to vacant administrative positions prepared and reviewed | 133% | 5 | 5 | 5 | 5 | |
| | | Pl.10 Number of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President | ODAHRD, PRPEO | 50 ranking and recommendations for faculty positions | 1037 ranking and recommendations for faculty positions and students evaluation | 2074% | 5 | 5 | 5 | 5 | |
| | | Pl.11 Number of appointments processed, reviewed, recorded & approved | ODAHRD, PRPEO, RECORDS | (1200) 150 appointments (regular, research contractuals & casual) 50 contracts (faculty on contracts & part timers) prepared, processed without invalidation & recorded & 1000 JO appointments processed & recorded | (1953) ODAHRD -231 appointments (regular, research contractuals & casual) 90 contracts (faculty on contracts & part timers) prepared, processed without invalidation & recorded & PRPEO 281 & 1351 JO appointments processed & recorded | 163% | 5 | 5 | 5 | 5 | |
| | | Pl. 12 Number of Reports of Appointments Issued (RAI) submitted to and approved by CSC | ODAHRD | 6 pages RAI, Part I 6 pages RAI Part II | 44 pages RAI, Part I 44 pages RAI Part II | 100% | 5 | 5 | 5 | 5 | |
| ODAHRD MFO 3: | Performance Management System services | Pl. 13 Percentage submission of IPCRs followed up, monitored and received | ODAHRD, PRPEO | 95% of IPCR submitted and received | 95% of IPCR submitted and received | 100% | 5 | 5 | 4 | 4.67 | |
| | | Pl. 14 Percentage of IPCRs reviewed and submitted for signature of PMT Chair & final approval of the President | ODAHRD, PRPEO | 100% of IPCRs reviewed forwarded to PMT | 100% of IPCRs reviewed forwarded to PMT | 100% | 5 | 5 | 4 | 4.67 | |
| | | Pl. 15 Number of faculty/subjects evaluated | ODAHRD, RECORDS | ODAHRD- 3 faculty & 18 subjects, Records-10 Faculty & 30 Subjects | ODAHRD- 3 faculty & 18 subjects, Records- 10 Faculty & 30 Subjects | 100% | 5 | 5 | 5 | 5.00 | |

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| ODAHRD MFO 4: | Learning and Development Services | PI. 16 No. of in-house trainings/HR interventions/faculty and staff reviews conducted/facilitated | ODAHRD | 15 in-house trainings/ HR interventions conducted 800 participants attended | 20 in-house trainings/ HR interventions conducted 900 participants attended | 133% | 5 | 5 | 5 | 5 | |
| | | PI. 17 Prepares report of monthly summary & analysis of customer feedback per survey questionnaire in departments/offices/units | ODAHRD | 350 customers feedback analyzed | 407 customers feedback analyzed | 116% | 5 | 5 | 4 | 4.67 | |
| | | PI.18 Number of PhD & MS scholars facilitated, monitored & assisted | Academic Departments, Deans, VSFC-A, VSFC-NA, ODAHRD, OVPI, OVPAF & OP | 108 (65 PhD, 43 MS) | 159 Scholars (101 PhD & 58 MS) | 147% | 5 | 5 | 5 | 5 | |
| | | PI. 19 Percentage of faculty development related requests endorsed to scholarship committee & awards of attendance prepared | ODAHRD, OP, OVPI, VSFC Members, | 150 requests, 20 notices, 25 referendum, 25endorsements and 9 minutes | 200 requests, 20 notices- 37 referendum, 37 endorsements and 9 minutes | 132% | 5 | 5 | 5 | 5 | |
| | | PI. 20 No. of scholarship contracts executed within 3 days from receipt of approval | ODAHRD, OP, OVPI, VSFC Members | 10 contracts | 41 Contracts (24-PhD & 17-MS) | 41% | 5 | 5 | 5 | 5 | |
| ODAHRD MFO 5: | Rewards & Recognition Services | PI. 21 Percentage of OPCR ratings reviewed, calibrated and ranked by PMT for PBB purposes | ODAHRD, OP, PMT, PRPEO | 100% of OPCR ratings reviewed and ranked by PMT | 100% OPCR ratings reviewed and ranked | 100% | 5 | 5 | 4 | 5 | |
| | | PI. 22 Percentage of IPCR ratings submitted to PMT for review to determine those qualified for PBB | ODAHRD, OP, PMT, PRPEO | 100% of reviewed IPCR ratings submitted to PMT | 100% IPCR reviewed | 100% | 5 | 5 | 4 | 5 | |
| | | PI. 23 Percentage of IPCR ratings further reviewed and forced ranked by PMT to determine the 5% qualified for step increment based on merit | ODAHRD, OP, PMT, PRPEO & RECORDS | 100% of IPCR ratings reviewed and submitted to PMT for forced ranking | 100% reviewed and ranked | 100% | 5 | 5 | 5 | 5 | |
| | | PI. 24 Percentage implementation of Step Increment based on meritorious performance | ODAHRD, OP, PMT, PRPEO | 5% of employees identified as qualified, issued NOSI & paid their step increment | 100% implemented | 100% | 5 | 5 | 5 | 5 | |
| ODAHRD MFO 6: | Personnel Records Development & Management Services | PI. 25 Percentage of CSC/DBM/GSIS/BOR Rules & Policies on leave administration & policies on employees' compensation implemented | ODAHRD, PRPEO, & RECORDS | 100% implemented | 100% implemented | 100% | 5 | 5 | 5 | 5 | |

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| | | | | | Actual Accomplishments as December 31, 2017 | Percentage | Q ¹ | E ² | T ³ | A ⁴ | | | |
| | | PI. 26 Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED | ODAHRD, PRPEO, & RECORDS | 6 Accession, 6 Separation, 1 R & R, 1 PMS, 1 SALN | 6 Accession, 6 Separation, 1 R & R, 1 PMS, 1 SALN, & 1 CSC Anniversary Report | 107% | | 5 | 5 | 5 | 5 | | |
| | | PI. 27 Number of Reports & budgetary requirements requested by OP/Budget Office | ODAHRD/PRPEO | Terminal/gratuity benefits, Step increments budgetary requirement, 1 Manpower Complement, 1 Filled positions & Budgetary requirements, GAD Reports | Terminal/gratuity benefits, Step increments budgetary requirement, 1 Manpower Complement, 1 Filled positions & Budgetary requirements, GAD Reports | 100% | | 5 | 5 | 5 | 5 | | |
| | | PI. 28 Percentage/Number of Personnel Information System completed and e-GMIS updated | ODAHRD/PRPEO | 100% of PIS updated 6 monthly updating & 3 uploaded to DBM of e-GMIS monthly | 100% of PIS updated 6 monthly updating & 3 uploaded to DBM of e-GMIS monthly | 100% | | 5 | 5 | 5 | 5 | | |
| | | PI. 29 Number of certifications and service records issued | ODAHRD, PRPEO | 50 certifications, 60 service records, 300 AAO certifications, 30 service credits | PRPEO 137 (certificate of employment, service records, AAO certifications) odahrd (30 service credits, 93 contact hours & 9 scholarship grant cert.) | 122% | | 5 | 5 | 5 | 5 | | |
| | | PI. 30 Number of authentications of HR records/documents | PRPEO, Records Office | 200 for PRPEO, 50 docs for Records Office | 500 for PRPEO, 90 docs for Records Office | 236% | | 5 | 5 | 5 | 5 | | |
| | | PI. 31 No. of new accreditation/archival documents gathered and displayed at Archives Center | ODAHRD, RECORDS | 5 new display materials | 11 new display materials | 220% | | 5 | 5 | 5 | 5 | | |
| | ODAHRD MFO. 7 Records and Archives Management | | | | | | | | | | | | |
| | | PI. 32 No. of accreditation documents gathered, updated and displayed at HR Accreditation Center | ODAHRD, PRPEO, RECORDS | 100% evidences under enhanced Prime HRM updated | 100% evidences under enhanced Prime HRM updated | 100% | | 5 | 5 | 5 | 5 | | |
| | | PI. 33 All required HR evidences of level 2 maturity under PRIME-HRM updated per ready for inspection by CSC team | ODAHRD, PRPEO, RECORDS | 100% of required evidences per indicator in four HR areas collected & submitted to CSC: RSP (26 indicators), PMS (24 indicators), L & D (24 indicators) & R & R (14 indicators) | 100% of required evidences per indicator in four HR areas collected & submitted to CSC: RSP (26 indicators), PMS (24 indicators), L & D (24 indicators) & R & R (14 indicators) | 100% | | 5 | 5 | 5 | 5 | | |
| | | PI. 34 Narrative Profile of four areas (Faculty dev., instruction, research, extension) of DFST program for level III accreditation) reviewed and submitted to QAC | ODAHRD, RECORDS | 2 Narrative Profile forwarded to QAC | 2 Narrative Profile forwarded to QAC | 100% | | 5 | 5 | 5 | 5 | | |

| AFOs/PAPs | Success Indicators | Persons Responsible | Target (July-December 2017) | Accomplishment for July to December 2017 | | Rating | | | | Remarks |
|------------------------------|---|--|--|---|------------|----------------|----------------|----------------|----------------|---|
| | | | | Actual Accomplishments as December 31, 2017 | Percentage | Q ¹ | E ² | T ³ | A ⁴ | |
| | PI. 35 No. of messengerial services provided | ODAHRD & RECORDS | 2,500 documents delivered to recipient and 4,000 mails dispatched to post office | 9,960 docs delivered & 4,659 mails dispatched | 225% | 5 | 5 | 5 | 5 | |
| | PI. 36 Number of approved disposal of records secured | ODAHRD & RECORDS | 1 disposal | 1 disposal | 100% | 5 | 5 | 5 | 5 | once a year only |
| Resource Management Services | PI. 37 Number of PRIME-HRM areas ready for assessment for level 2 reaccredited maturity status by CSC | ODAHRD, OP, OVPI, OVPAF, PRPEO & RECORDS | 4 areas: RSP, PMS, L & D, and R & R | 4 areas: RSP, PMS, L & D, and R & R | 100% | 5 | 5 | 5 | 5 | |
| Human Resources Development | PI. 38 Number of new HR systems designed/existing system revised & endorsed to higher offices/bodies | ODAHRD, PRPEO & RECORDS | 6 HR Systems | 6 HR Systems | 100% | 5 | 5 | 5 | 5 | 9 HR Systems (2 mentoring system, 7 Tracking System for efficiency of RSP (2), L & D (2) PMS, and R & R (2) |
| | PI. 39 Number of new best HR practices/innovations introduced and implemented | ODAHRD, PRPEO & RECORDS | 6HR best practices | 6HR best practices | 100% | 5 | 5 | 5 | 5 | |
| | PI. 40 Number of draft manuals prepared and submitted for approval | ODAHRD, PRPEO & RECORDS | 3 manuals | 3 manuals (MSP Faculty & Staff & FOI) | 100% | 5 | 5 | 5 | 5 | (MSP (2), FOI |
| Total Over-all Rating | | | | | | 199 | | | | |
| Average Rating | | | | | | 4.98 | | | | |
| Adjectival Rating | | | | | | | | | | |

Collaborated by:

REMBERTO A. PATINDOL
 Chairman, PMT
 Date: _____

Approved by:

EDGARDO E. TOLIN
 University President
 Date: _____