

I, HONEY SOFIA V. COLIS, OIC-Director, Office of the Director for Human Resource Management commits to deliver and agree to be rated on the attainment of the following targets in with the indicated measures for the period January 1-June 30, 2022.

HONEY SOFIA V. COLIS
OIC-Director, ODHRM

7/12/22
Date


DANEIL LESLIE S. TAN
Vice President for Admin & Finance



<i>Appointment/Status</i>	<i>Position Title</i>	<i>Number</i>
OIC Director/Regular	Admin. Officer V	1
OIC Head/Regular	Edu. Program Specialist	1
In-Charge/Regular	Admin. Officer III	1
In-Charge/Regular	Admin. Officer II	1
Regular	Admin. Officer II	1
JO	Admin. Aide III	1
	Total	6

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1-Dec 31 2022)	Actual Accomplishments (Jan 1-Jun 30, 2022)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support to Operations (STO)									
VPAF STO 1: ISO 9001:2015 aligned documents									
ODHRM STO 1: ISO 9001:2015 aligned documents									
	PI 1. Number of quality procedures prepared/maintained	ODHRM Director, Unit Heads and Staff	10	10	5	5	5	5	
	PI 2. Number of required mandatory operations manuals prepared and submitted	ODHRM Director, Unit Heads and Staff	2	N/A					For 2nd semester
VPAF STO 4: Innovations & Best Practices									
ODHRM STO 4: Innovations & Best Practices									
	PI 1. Number of systems developed/revised and implemented	ODHRM Director, Unit Heads and Staff	4	4	5	5	5	5	
	PI 2. Percentage operationalization of HRMIS on Payroll	ODHRM Director, Unit Heads and Staff & Accounting Office	60%	10%	5	4	4	4	
	PI 3. Percentage of documents needed for PRIME-HRM Level 3 accreditation gathered and packaged	ODHRM Director, Unit Heads and Staff	50%	50%	5	5	5	5	
UMFO 6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									
ODHRM GASS 1: Administrative and Support Services Management									

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	PI 1. Percentage of administrative services and financial/administrative documents acted within time frame	ODHRM Director, Unit Heads and Staff	100%	100%	5	5	5	5	
	PI 2. Number of linkages with external agencies maintained	ODHRM Director, Unit Heads and Staff	12	12	5	5	5	5	CSC Region 8, CSC WLC, GSIS Maasin, GSIS CO, DBM Region 8, COA, Ombudsman 8, PASUC Zonal Center, CHED IAS, SSS, PAG-IBIG, LGU
	PI 3. Number of offices and units directly supervised, monitored and coordinated	ODHRM Director and Unit Heads	4	4	5	5	5	5	
	PI 4. Number of major university committees assignment served	ODHRM Director, Unit Heads and Staff	6	10	5	5	5	5	APB, NAPB, VFSC, VASC, NBC 461 CCE, NBC 461 QCE, CART, PMT, OSH, SALN Review Comm., SIAC
	PI 5. Efficient & customer-friendly frontline service	ODHRM Director, Unit Heads and Staff	Zero Complaint	Zero Complaint	5	5	5	5	
VPAF GASS 2: Human Resource Management and Development									
ODHRM GASS 2: Human Resource Management and Development									
	PI 1. Percentage compliance on PRIME-HRM Standards, Policies & Practices	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
	PI 2. Compliance of HRM Practices to ISO 9001:2015 standards	ODHRM Director, Unit Heads and Staff	100% compliant	100% compliant	5	5	5	5	
ODHRM 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	ODHRM Director, Unit Head and OHRSPPR Staff	100% (300/300)	100% (232/300)	5	5	5	5	
	PI 2. Number of applicable vacant positions filled-up within prescribed period	ODHRM Director, Unit Head and OHRSPPR Staff	50	47	5	5	5	5	Permanent: 18 Admin: M=9, F=9 Temporary: 17 Admin: M=4 Faculty: M=8; F=5 Casual: 10 M=4; F=6 Cont'l: 2 M=2

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					Q ¹	E ²	T ³	A ⁴	
	PI 3. Number of faculty & administrative positions created/upgraded	ODHRM Director, Unit Head and OHRSPPR Staff	10	N/A					Proposal to be submitted by July.
	PI 4. Number of faculty appointed for permanency	ODHRM Director, Unit Head and OHRSPPR Staff	15	91	5	5	5	5	
	PI 5. Number of JO/Parttime contracts processed	ODHRM Director, Unit Head and OHRSPPR Staff	1000	651	5	5	5	5	
	PI 6. Percentage of personnel service records maintained	ODHRM Director, Unit Head and OHRSPPR Staff	100% (720/720)	100% (720/720)	5	5	5	5	
	PI 7. Number of HR eSystems of DBM/GSIS/CSC maintained and updated monthly	ODHRM Director, Unit Head and OHRSPPR Staff	3	3	5	5	5	5	
ODHRM GASS 2.2: Efficient and effective implementation of the University L&D Systems and Processes									
	PI 1. No. of In-house L&D activities planned, implemented/facilitated & reports prepared	ODHRM Director, Unit Head and OHLDHRA Staff	24	13	5	5	5	5	
	PI 2. Percent increase VSU employees trained/developed of last year	ODHRM Director, Unit Head and OHLDHRA Staff	15% increase of last year	628	5	5	5	5	
	PI 3. Number of requests for participation to external trainings/seminar-workshops/conferences/fora	ODHRM Director, Unit Head and OHLDHRA Staff	150	379	5	5	5	5	Faculty: 299 Admin Staff: 80 379
	PI 4. Number of requests for sending faculty/staff for new scholarships/fellowships facilitated	ODHRM Director, Unit Head and OHLDHRA Staff	25	9	5	5	5	5	Faculty: MS =5 PhD=3 8 Admin: MS=1
	PI 5. Number of VSU Scholars monitored	ODHRM Director, Unit Head and OHLDHRA Staff	70	167	5	5	5	5	Ongoing Scholars: MS = 69 PhD=90 159 Finished Graduate Studies: MS=3
	PI 6. Number of requests on sabbatical leave for faculty facilitated	ODHRM Director, Unit Head and OHLDHRA Staff	5	4	5	5	5	5	
ODHRM GASS 2.3: Efficient and effective implementation of the University Performance Management and Rewards and Recognition Systems, Policies, Processes and Practices									
	PI 1. Percentage of received IPCRs reviewed and validated	ODHRM Director, Unit Head and OHPMRR Staff	100% of recieved IPCRs reviewed and validated	100%	5	5	5	5	

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	PI 2. Number of report of performance rating prepared and submitted to higher offices	ODHRM Director, Unit Head and OHPMRR Staff	3	2	5	5	5	5	
	PI 3. Number of evaluation of JO performance tabulated	ODHRM Director, Unit Head and OHPMRR Staff	1,000	558	5	5	5	5	
	PI 4. Number of report on comments and recommendations for development purposes	ODHRM Director, Unit Head and OHPMRR Staff	1	N/A					For 2nd semester
	PI 5. Number of university employees awarded after rigid screening during anniversary celebrations	ODHRM Director, Unit Head and OHPMRR Staff	20	65	5	5	5	5	
	PI 6. Number of employees given loyalty award	ODHRM Director, OHPMRR and OHPLB Staff	50	N/A					For 2nd semester
	PI 7. Number of deserving employees nominated to the CSC Honors & Awards Program and nomination documents packaged and submitted to CSC	ODHRM Director, Unit Head and OHPMRR Staff	3	12	5	5	5	5	Individual Category (PLB): Dr. A. Tulin-PLB Group Category (PLB): Stewards of the Seas Individual (Pag-asa): Dr. C. Gabrillo Group (Pag-asa): VSU ICT Catalysts
	PI 8. Percentage of employees identified as top ranking and given step increment based on merit	ODHRM Director, Unit Head and OHPMRR/ OHPLB Staff	5%	5%	5	5	5	5	
ODHRM 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	60%	50%	5	5	4	5	
	PI 2. Number of terminal leave benefits processed	ODHRM Director, Unit Head and OHPLB Staff	15	19	5	5	5	5	
	PI 3. Number of payroll for salary and wages, honoraria, RATA, etc. processed within prescribed period	ODHRM Director, Unit Head and OHPLB Staff	300	383	5	5	5	5	
	PI 4. Number of special payroll prepared for regular and casual employees (mid-year bonus, year-end bonus/Cash Gift, CNA, loyalty bonus, clothing allowance, PIB, Step Increment based on merit)	ODHRM Director, Unit Head and OHPLB Staff	25	322	5	5	5	5	

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	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=100 NOSA=761	5	5	5	5	
	PI 6. Percentage processing of applications for loan with GSIS	ODHRM Director, Unit Head and OHPLB Staff	100%	100% (397)	5	5	5	5	
		Total Over-all Rating							174
		Average Rating							4.97
		Adjectival Rating							O

Received by:


TONI MARC L. DARGANTES

Planning Office

Date: 7/13/2022

Calibrated by:


DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 22 2022

Approved by:


EDGARDO E. TULIN

 University President

Date: 7/13/2022

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