



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE UNIVERSITY/BOARD  
SECRETARY**

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**EXCERPT FROM THE APPROVED MINUTES OF THE  
87<sup>th</sup> VSU Board of Regents Meeting**

7 DECEMBER 2018  
GRANDA MANOR Conference Room  
36 Juan Luna cor. Gomez St.  
Tacloban City

**PROPOSED MENTORING SYSTEM FOR  
ADMINISTRATIVE STAFF OF VSU**

The Board unanimously approved and passed

**BOR RESOLUTION NO. 216, s. 2018**

**A Resolution Approving the Proposed Mentoring System for  
Administrative Staff of the Visayas State University (VSU), as presented.**

*\* please see attached approved Proposal*

BOARD ACTION : **APPROVED**  
Date : 7 December 2018

Certified True and Correct:

  
**DANIEL M. TUDTUD, JR.**  
Board Secretary V

Cc: OP  
OVPAF  
ODA-HRD  
Personnel Records

## PROPOSED MENTORING SYSTEM FOR ADMINISTRATIVE STAFF OF THE VISAYAS STATE UNIVERSITY

As of the present, there are units whose technical staff and even its unit heads are near retirement and/or already of retireable age. However, the staff who will possibly take over their positions and responsibilities have not been intensively trained or mentored to avoid a gap or void when these officials finally decides to retire. This is also the scenario in the four external campuses. Heads of units are most near retirement age but the junior staff have not been officially trained or mentored to assume greater responsibilities in the future.

There is therefore an urgent need to fast track the mentoring of these young and junior staff members in order to make them ready to assume the roles to be left behind by senior officials when they retire few years from now.

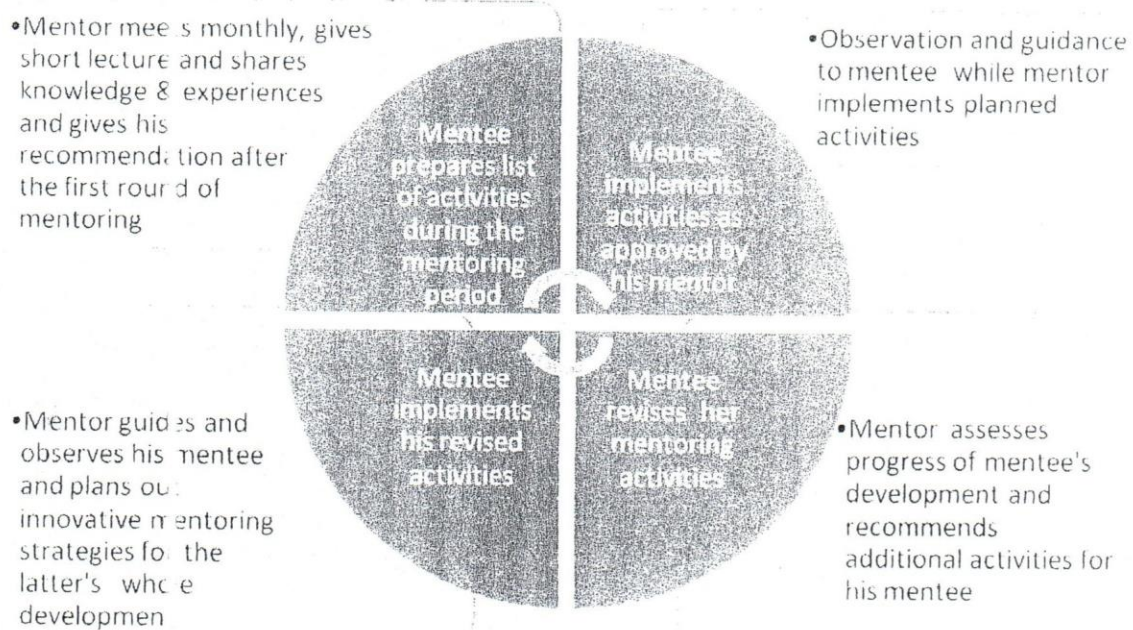
It is hereby proposed to implement a more personalized but deemed effective mentoring system immediately upon board approval of the following policies:

1. The system shall involve one senior staff as mentor and two (2) identified junior staff with potential as mentee as long as said staff has the potential to assume the responsibilities of his/her mentor.
2. For heads of units as mentor, he/she should identify his proposed mentees or those who he/she feels has the potential to assume his/her responsibilities in the future and submits the names of his to the Administrative Scholarship Committee (VSAC) for approval; orientation needed to discuss the rationale and the guidelines how it will be implemented.
3. The VSAC evaluates the list given by the mentor and if it feels that that when mentored, the mentees will be fully developed, it will recommend for approval by the President the mentoring scheme between the mentor and his/her suggested mentees.
4. If approved by the President, a long term mentoring agreement (not less than one year) between the mentor and the mentee will be prepared and executed by the parties to be witnessed by the unit heads of both mentor and mentee and the Vice President for Administration and Finance.
5. The mentoring agreement should clearly indicate the mentoring activities and the schedule of the mentoring meetings and the specific outputs and outcomes of the mentoring.
6. Since the mentoring will involve efforts and time of at least one hour per week on the average for both the mentor and the mentoree, mentoring should be included as part of the OPCR targets of the unit and in the IPCR targets of both the mentor and the mentees. The outputs in the tracking tool shall be the source of evidence to be indicated as accomplishment in the OPCR and IPCR accomplishments.
7. Before start of the mentoring period, an orientation among mentors and mentees shall be organized by the ODAHRD.
8. A monthly report of the mentoring activities and progress of the mentoring should be submitted to the Office of the Vice President for Administration and Finance, copy furnished ODAHRD for updating the mentor's 201 files.
9. To ensure the overall development of the mentee, mentoring should focus on the most difficult jobs performed by the mentor, including how to introduce innovations and come up with best practices, if possible. The personality development and good work ethics of the mentee should likewise be an important aspect of the mentoring activities.
10. The framework of the proposed mentoring system and sample Tracking Tool of the Mentoring Functions are attached as Annexes A and B of this proposal.
11. The mentoring should be continuing process depending on the progress of the development of the mentee and until the mentee is assessed by mentor having reached the superior level of competence to assume higher responsibilities in the future.
12. A monthly assessment should be done by the mentor as his/her guide in mentoring activities to be introduced to the mentee.
13. The Tracking Tool for Monitoring Progress of Mentoring Younger Staff should be submitted as supporting document to the monthly mentoring report as required. A separate workshop should be conducted to craft and/or refine the working draft prepared by ODAHRD.



14. An annual mentoring review shall be conducted by the Office of the Vice President for Administration and ODAHRD where the mentor and the mentee gives a written report of their mentoring activities and shares their experiences for the benefit of other mentors and mentees.
15. At the end of the mentoring, a formal graduation ceremonies will be part of the annual Philippine Civil Service month celebration every September

#### PROPOSED MENTORING SYSTEM FRAMEWORK



**Tracking Tool for Monitoring Progress of Mentoring Younger Staff**  
(Sample for junior Staff to be developed of required competencies to handle 2<sup>nd</sup> level HR Management functions)

**Desired competencies**

**Desired Level**

**Functional competencies:**

- |  |   |
|--|---|
| 1. Human Resource Management and Development | 3 |
| 2. Process Management                        | 2 |
| 3. Facilitation                              | 3 |
| 4. Documents and Records Management          | 2 |

**Leadership Competencies**

- |   |   |
|---|---|
| 1. Thinking Strategically and Creatively                      | 2 |
| 2. Leading Change   | 2 |
| 3. Building Collaborative and Inclusive Working Relationships | 2 |
| 4. Managing Performance and Coaching for Results              | 2 |
| 5. Creating and Nurturing a High Performance Organization     | 2 |

(rough draft as working paper during a workshop to be conducted later)

Month	Targeted Activities	Competency to be enhanced	Expected Result/s	Remarks/ Recommendation
Year 1				
0	First one on one meeting	All desired competencies	Agreed mentoring activities & timeline	
	Present the draft mentoring timeline to VASC		Approval of the activities & timeline & finalization of mentoring agreement	
	Signing of the mentoring agreement		Duly finalized & signed mentoring agreement	
1	Regular one hour monthly meeting with mentor giving short lecture or conduct coaching session and giving of assignment	All desired competencies	Enlightened mentee of the mentoring work ahead	
	Actual observation of office operations (One hour per week)	Human Resource Management and Development	Grasp of the HR work	
	Weekly assessment of progress of the mentoring work (both by mentor & mentee) and submission of mentoring report.	All desired competencies	Report of progress of the mentoring activities and the learnings of the mentee	
	One on one meeting on the first Monday of the following week and giving of assignments for the following week	Five leadership skills and all the needed functional skills	Program of activities to be implemented by the mentee	
2-11	Same activities as that of the first month but to include assignments to test and assess leadership competencies	All leadership and the needed functional competencies	Program of activities of the remaining 11 months mentoring	

12	Self assessment by the mentee of his acquired competencies and assessment by the mentor	All leadership and the needed functional competencies	Level of competencies of the desired competencies	
	Submission of report and recommendation by the Mentor to the Scholarship Committee	All leadership and the needed functional competencies	Validated level of competencies (leadership and functional) acquired by mentee during the mentoring period	
Every Sept.	Graduation ceremony and giving of plaque of appreciation to mentor and Certificate of Completion of Mentoring Program	Only for competencies that mentee successfully developed	Mentee ready to assume higher responsibilities	

- Level 1 – basic knowledge
- Level 2 – intermediate
- Level 3 – advanced
- Level 4 - superior