



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**


**Annex P**

Name of Administrative Staff: ELVIRA B. GORRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.95</b>

TOTAL NUMERICAL RATING : 4.95  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING : \_\_\_\_\_  
FINAL NUMERICAL RATING : 4.95  
ADJECTIVAL RATING : Outstanding

**Prepared by:**

  
**ELVIRA B. GORRE**  
Administrative Assistant II  
ITEEM

**Reviewed by:**

  
**ELIZA D. ESPINOSA**  
Director, ITEEM

**Recommending Approval:**

  
**DENNIS P. PEQUE**  
Dean, CFES

**Approved:**

  
**BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

## "Exhibit B"

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ELVIRA B. CORRE**, *Administrative Assistant II* of the **INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES)** 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** to **JUNE, 2020**.

**ELVIRA B. CORRE**

RATEE

Approved:

**ELIZA D. ESPINOSA**













DIRECTOR, ITEEM

**DENNIS P. PEQUE**

DEAN, CFES

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 2: HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 10: Number of instructional materials developed	Flexible instructional materials	Designs/lays out covers, reviews and finalizes the layout of inside pages	-	2	5	5	5	5	Envi 111e, Envi 111n
		On-line ready courseware	Designs/lays out cover banners for the online-ready course wares	-	2	5	5	5	5	Envi 116n, Envi 114n
UMFO 5: SUPPORT TO OPERATION SERVICES										
OVPI MFO 2. Faculty Recruitment/Hiring Services										
	PI 2. Number of faculty recruited/hired based on needed competencies and aligned with ISO standards*	Number of faculty recruited/hired based on needed competencies and aligned with ISO standards	Prepares the following: Letter request to hire; posts online and monitors the posting; sends interview invitations to applicants; prepares interview instruments and applicants'	2	4	5	5	5	5	Four part-time instructors for the 2 <sup>nd</sup> Sem., SY 2020-2021 were hired

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
			credentials; consolidates and tabulates interview ratings; ranks applicants; facilitates the conduct of BIs; prepares recommendation letter to hire and all supporting documents							
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that the QMS core processes of the university are complied in performing administrative tasks	zero non-conformity	100% compliant	✓	✓	✓	✓	Made sure all documents prepared complied the requirements of the core processes of the university under ISO
<b>UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)</b>										
	<b>PI 1.</b> Submission of Institute PPMP for the following year within deadline as prescribed by BAC	On time submission of PPMP	Reviews/corrects entries in the PPMP and determines prioritization of schedules of acquisitions	On time submission	Submitted on time	✓	✓	✓	✓	
	<b>PI 2.</b> Zero per cent complaint from clients served	Zero per cent complaint from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	Zero % complaint	✓	✓	✓	✓	
	<b>PI 5.</b> Number of monthly/special faculty & staff meetings attended	Number of monthly/special faculty & staff meetings attended	Attends meetings by ITEEM and CFES	3	6	✓	✓	✓	✓	ITEEM monthly faculty & staff meetings

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>PI 6.</b> Additional Outputs:	<b>A 48.</b> Attendance to various virtual and face-to-face meetings	Attends virtual meetings and webinars	2	11					QMS Portal Onboarding (Jan 26); VSU ISO 9001 First Surveillance Audit Day 2 (Feb 5); Virtual orientation on the Data Privacy Act of 2012 (Feb 18); Webinar on covid-19 vaccines: Are you willing to take the shot? (Feb 23); AACCUP Online Accreditation of VSU Programs – Opening Program (Apr 19); Earth Day Presentation by Prof. Emeritus Dr. Paciencia P. Milan (Apr 22); AACCUP Online Accreditation of VSU Programs – Closing Program (Apr 23); ITEEM Webinar Series: Impacts of Mining to Terrestrial and Coastal Communities (May 18); Ridge-to-Reef Impacts of Mining (May 19); ECO-DRR (May 21); Economic and Financial Learning Program (EFLP) – Personal Financial Management (June 15)
		<b>A 49.</b> Number of actions/ activities conducted/ participated as committee member in support to the attainment of the university's mission	Reviews and acts requests for printing services from all units in the University	-	8					As TWG Member for Printing Services of the Bids and Awards Committee (BAC)
		<b>A 51.</b> Number of materials designed/laid out	Designs/lays out training and other activity materials and IECs in support to the activities conducted/ supported by the Institute for the attainment of the University's mission	-	31					Earth Day Webinar (Apr 22): <ul style="list-style-type: none"> <li>Virtual activity banner (1)</li> <li>Certificate (1)</li> </ul> SCUBASurero & Dap-ag Collection in Cuatro Islas (April 24): <ul style="list-style-type: none"> <li>Physical activity banner (1)</li> </ul>

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
										<p>ITEEM 3-day Webinar Series (May 18, 19,21):</p> <ul style="list-style-type: none"> <li>• Programs/Schedule of activities (4);</li> <li>• Online and physical activity banners (3)</li> </ul> <p>VSU Dumpsite Closure Planning Workshop (May 26):</p> <ul style="list-style-type: none"> <li>• Programs/Schedule of activities (1);</li> <li>• Backdrop (1);</li> <li>• Certificates: Resource Persons (2); Organizer (1); Participants (11); Faci (5)</li> </ul>
			Designs/lays out posters/ IECs in support to other extension activities by the Institute	-	3	↘	↘	↘	↘	<p>Posters (2):</p> <ul style="list-style-type: none"> <li>• [KJGLongatang] Assessment of Insect Damage and Growth Performance of Dipterocarps Planted at Rainforestation Demonstration Farm at VSU, Baybay City, Leyte;</li> <li>• [ABOrías] Policy and Socio-ecological Assessment of the Integrated Social Forestry Program after 25 Years of Implementation in St. Bernard, Southern Leyte, Philippines</li> </ul> <p>Signage (1):</p> <ul style="list-style-type: none"> <li>• Pinamanagan Lanite research area</li> </ul>

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
			Conceptualizes/designs/lays out Citizen's charter, personnel directory/org structures, posters on courses offered and other info signages/labels for the institute	1	2	✓	✓	✓	✓	Updated the Citizen's Charter and the Organizational Structure of the Institute (printing differed yet due to some major revisions needed)
		<b>A 52.</b> Number of documents prepared and acted on time and monitored	Prepares appointments for project/study/component leaders	30	124	✓	✓	✓	✓	CHED project - Marine Biodiversity Conservation (23); CRM-Extension (13); CRM-Research (16); DA-YRRP (7); ELTI-Mainstreaming of RF (12); KALAH-I-CIDSS (12); NRM Phase II (19); NRM Ext-09 (12); NRMP - Development of a Rainforestation Research Capability (10)
			Prepares Faculty Workloads: Projected, Actual and Individual	6	12	✓	✓	✓	✓	Projected (1); Actual (1); Individual (10)
			Drafts letters/notices/memoranda	10	30+	✓	✓	✓	✓	
			Prepares and consolidates OPCR and IPCR targets and accomplishments and its attachments (Exhibits)	12	40	✓	✓	✓	✓	Documents prepared include all the attachments (Exhibits) to IPCR
			Reviews/checks and countersigns documents for the director's signature	100	200+	✓	✓	✓	✓	
			Monitors & acted official e-mails	100	300+	✓	✓	✓	✓	
			Checks physical file folders	20	40+	✓	✓	✓	✓	

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		<b>A 53.</b> Number of documents filed & retrieved within 1-5 minutes	Electronically files documents	150	400+	5	5	5	5	
			Backs-up CDs/external HDs of e-files	1000	2k+	5	5	5	5	
		<b>A 54.</b> Number of reports consolidated	Reviews, and finalizes the lay-out of the annual report of the institute	-	1	5	5	5	5	
		<b>A 55.</b> Number of other assigned tasks performed in support to the administrative functions of the Institute	Oversees management of the Institute's main library/archive	1	100% (1/1)	4	4	4	4	Monitored review and re-cataloguing of materials, and cataloguing of new arrivals; and, facilitated re-arranging of materials
	<b>TOTAL OVERALL RATING</b>					4.94	4.94	4.94	4.94	

Average Rating (Total Over-all rating divided by 4)	19.83	4.94
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.94
ADJECTIVAL RATING		Outstanding

Comments &amp; Recommendations for Development Purpose:

Yearly, work performance showed to excel. Thus, pleading for (at least) 1 step promotion.

Evaluated &amp; rated by:

**ELIZA D. ESPINOSA**

DIRECTOR, ITEEM

DATE

Recommending Approval:

**DENNIS P. PEQUE**

DEAN, CFES

DATE

Approved:

**BEATRIZ S. BELONIAS**

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

DATE

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

## Performance Monitoring Form

NAME OF EMPLOYEE: ELVIRA B. GORRE


Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	<ul style="list-style-type: none"> <li>Oversee the in validation and registration of MSTREC and BSEM students' e-enrollment.</li> </ul>	Validated students' enrollment	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> <li>Designs cover, reviews, and finalizes the layout of instructional materials of the Institute;</li> <li>Designs/lays-out and prints invitation brochures/flyers/ programs, nametags, certificates, attendance sheets; and</li> <li>Designs/lays-out streamers/backdrops, posters/billboards/signages/ markers/labels; and training reports and/or cover</li> </ul>	Drafted and laid-out IMs and other materials	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
3.	<ul style="list-style-type: none"> <li>Prepares all the necessary documents for hiring of faculty and administrative staff such as letter request to hire and posts online when approved and monitors the posting;</li> <li>Sends interview invitations to applicants;</li> <li>Prepares interview instruments and applicants' credentials for the interview panel;</li> <li>Consolidates interview ratings, tabulates results, and ranks applicants;</li> <li>Facilitates the conduct of BIs and</li> <li>Prepares a recommendation letter and supporting documents to hire</li> </ul>	Well-informed applicants and interview panels and well-organized hiring faculty and administrative staff	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
4.	<ul style="list-style-type: none"> <li>Oversees management of the Institute's main library/archive</li> </ul>	Organized library/archive	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
5.	<ul style="list-style-type: none"> <li>Monitors/co-supervises admin staff, GTA;</li> <li>Checks/prepares documents for the Annual Budget required by OVPAF and OVPI;</li> <li>Reviews/checks and countersigns documents for the Director's signature;</li> <li>Monitors &amp; acted official e-mails;</li> <li>Serves as TWG member of Printing Services for VSU Bids and Awards Committee;</li> </ul>	Exceptionally supported and sustained the administrative, instruction, and research & extension project-based activities	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
	<ul style="list-style-type: none"> <li>Signs Internal Clearance;</li> <li>Prepares appointments for project/study/component leaders;</li> <li>Prepares Faculty Workloads: Projected, Actual and Individual;</li> <li>Prepares letters/notices/memoranda;</li> <li>Prepares overtime requests for staff;</li> <li>Prepares overtime reports;</li> <li>Prepares/consolidates OPCR and IPCR targets and accomplishments, and its attachments;</li> <li>Checks document file folders;</li> <li>Electronically files documents;</li> <li>Backs-up CDs/external HDs of e-files/data;</li> <li>Consolidates annual report of the Institute;</li> <li>Designs/conceptualizes/lays-out billboards, streamers, backdrops, posters, signages, markers; brochures/programs/shirts;</li> <li>Conceptualized/designs/lays-out Citizen's charter, personnel directory/org structures, posters on courses offered, and other info signages/labels for the Institute;</li> <li>Serves as an administrative assistant, desktop publisher, training facilitator, and as a general public servant.</li> </ul>							
6.	<ul style="list-style-type: none"> <li>Attends meetings by ITEEM and CFES</li> </ul>	Attendance to the meetings	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	

\*Either very impressive, impressive, needs improvement, poor, very poor

\*\*Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
E.LIZA D. ESPINOSA

Immediate Supervisor



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JANUARY – JUNE 2021

Name of Staff : GORRE, ELVIRA B.

Position : ADMINISTRATIVE ASSISTANT 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		59				

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					59
Average Score					4.92

Overall recommendation : Urgent call for one (1) step higher promotion.

**ELIZA D. ESPINOSA**  
Director, ITEEM

## Employee Development Plan

NAME OF EMPLOYEE	ELVIRA B. GORRE
PERFORMANCE RATING	
AIM	To be updated in the new techniques and software on desktop publishing, graphic and webpage designing.

Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: Feb 2021

Target Date: Feb 2021

First Step:

One-on-one discussion on upgrading her capabilities in desktop publishing and webpage designing.

Result:

The agreement was to recommend Ms. Gorre for an online training on new techniques on layout and web design with the corresponding procurement of updated software and equipment for the job.

Date: July 2021

Target Date: Feb 2022

Next Step:

Request to send Ms. Gorre to a training on new techniques on layout and web design, and procure updated software and equipment for desktop publishing job.

Outcome:

Web designing and new desktop publishing techniques acquired/enhanced.

Final Step/

Recommendation: Scholarship grant and approval from the scholarship committee to attend online training on new techniques on layout and web design.

Prepared by:

  
ELIZA D. ESPINOSA  
Unit Head

Conformé:

  
ELVIRA B. GORRE  
Ratee