



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

**Annex P**

Name of Administrative Staff: **MA. FE L. GAYANILO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.95	70%	3.465
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.94</b>

TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 0

FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: 0

Prepared by:

**MA FE. L. GAYANILO**  
Name of Staff

Reviewed by:

**LOURDES B. CANO**  
Office Head

Approved:

**REMBERTO A. PAINDOL**  
Vice President for Administration & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. FE L. GAYANILO, of the Office of the Director for Administration & Human Resource Development commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 2020 to December 2020

Approved:

MA. FE L. GAYANILO

Ratee

LOURDES B. CANO

Director, ODAHRD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administration and Support Services									
OVPAF MFO 1: Human Resource Management & Development									
UMFO 6: General Administration Support Service	PI.1 Efficient & customer friendly frontline service	A.1Entertains faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI. 14 No. of linkages with external agencies maintained	A.2 Strengthens the linkages and smooth working relationship with important government agencies	4 linkages (CSC Region 8, CSC Ormoc Field Office, GSIS & DBM)	4 linkages (CSC Region 8, CSC Ormoc Field Office, GSIS & DBM)	5	5	5	5	
	PI. 15 No. of new ad hoc committee assignments performed	A.3 Attends meeting and Provides documents during accreditation; prepares sponsorship letter & Facilitates the distribution	100% of new ad hoc assignments	100% of new ad hoc assignments	5	5	5	5	Member Student Housing Committee & Member, Citizen charter Committee &,Assist/ follow up docs HAP Awards
ODAHRD MFO. 3: ISO 9001:2015 aligned documents	PI.7 Number of quality procedures revised/updated	A4. Prepares revise 4 draft L & D fro faculty procedure for approval attendance to training/present paper (local & abroad), Study leave & sabbatical leave	4 draft revised procedure prepared and Template & updates L & D Template & prepares draft Template (re-entry for attendance to training)	4 draft revised procedure prepared and Template & updates L & D Template & prepares draft Template (re-entry for attendance to training)	5	5	5	5	
		A.5 Acts as document controller of Learning & Development for Academic	100% L & D documents are controlled & ISO compliant	100% L & D documents are controlled & ISO compliant	5	5	4	4.7	



ODAHRD MFO 10: PRIME-HRM aligned Learning and Development Services	<b>PI. 22</b> No. of in-house trainings/HR interventions/ workshops conducted/facilitated	<b>A.6</b> Assist the training coordinator in facilitating the in-house training by preparing the training materials, kits, evaluation form, print program of activities and act as facilitator during the training	3 in house trainings & HR activities Facilitated	3 in house trainings & HR activities Facilitated	5	5	5	5	Orientation of the Newly hired faculty, Year end assessment, facilitated in the opening and closing of CSC Anniversary...
	<b>PI.23</b> Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	<b>A.7</b> Follow up the progress report of the scholars PhD & MS scholars of the 107 PhD & 55 MS	95% (76 PhD & 30 MS) of faculty and staff scholars within the country & abroad monitored and assisted & prepares invitation to 61 reinstated faculty members but not yet graduated to appear to during the VSFC-AS Meeting	100% (76 PhD & 30 MS) of faculty and staff scholars within the country monitored and assisted & prepares invitation to 61 reinstated faculty members but not yet graduated to appear to during the VSFC-AS Meeting	5	5	5	5	Follow up progress report and report of grades for the renewal of their contract..Also monitor the the reinstated faculty but not yet graduated as to the status of their studies and send invitation
	<b>PI. 24</b> Percentage of faculty/staff development related requests acted by scholarship committee, requests to present paper or to attend conference abroad facilitated for action by CHED & BOR & awards of attendance to approved requests prepared	<b>A.8</b> Reviews, receives, consolidates, and process requests of faculty for attendance to training/fora/ conferences/Sabbatical Leave/Study Leave	99% (120) of requests acted by the scholarship committees, CHED & BOR & 100% award of approved requests released	100% (131) of requests acted by the scholarship committees, CHED & BOR & 100% award of approved requests released	5	5	5	5	
		<b>A.9</b> Prepares endorsements, scan and email documents & send thru LBC for CHED-IAS validation & prepares recommendation for BOR approval.	100% of request prepared and processed for for CHED-IAS validation & prepares recommendation for BOR approval.	100% of request prepared and processed for for CHED-IAS validation & prepares recommendation for BOR approval.	5	5	5	5	
		<b>A.10</b> Prepares recommendation of the faculty who apply for Sabbatical Leave for approval VP for Instruction & University President and forward to OUS for UADCO recommendation & BOR approval.	100% (10)of Sabbatical request prepared and processed	100% (14)of Sabbatical request prepared and processed for approval	5	5	5	5	

	<b>PI. 25</b> No. of scholarship contracts prepared, provisions of the contract explained to faculty and contract finally executed within 3 days	<b>A.11</b> Draft revised contract for correction of ODHRM Director, Atty. Guinocor & Dr. Belonias & send invitation for orientation (for External thru Virtual Orientation)	100% (4 Maim & 5 External Campus Fellowship Contract & 5 Financial Assistance) revised contracts implemented & send invitation for orientation (for External thru Virtual Orientation)	100% (4 Maim & 5 External Campus Fellowship Contract & 5 Financial Assistance) revised contracts implemented & send invitation for orientation (for External thru Virtual Orientation)	5	5	5	5	
		<b>A.12</b> Prepares contract of VSU faculty concerned scheduled for study leave and Sabbatical leave and process for approval of the President and issues the approved copies to PRPEO, Records Office, Departments and faculty concerned	100% (19) contracts of faculty processed and distributed to concerned faculty	100% (25) contracts of faculty processed and distributed to concerned faculty	5	5	5	5	
		<b>A.13.</b> Files request to the individual folders of faculty ready for ISO evaluation	100% (150) documents filed ready for ISO evaluation	100% (150) documents filed ready for ISO evaluation	5	5	4	4.7	
		<b>A.14.</b> Updates & prepares L & D data for accreditation, submission to CHED and other agencies	100% (1) documents submitted as requested	100% (7) documents submitted as requested	5	5	5	5	Prepared report as requested by, Legal Office, OVPRGE, OVPI, Budget (submitted to DBM & CHED) & 2 for PRPEO
		<b>A.15</b> Received, process L & D request of faculty for VSFC-AS review & recommendation & prepares minutes, excerpts, referendum & endorsements of the Academic Scholarship Committee	6 minutes 157 excerpts 20 referendum 20 endorsements	14 Minutes 157 excerpts 22 Referendum 22 Endorsement	5	5	5	5	
<b>ODABRD MFO 10: PRIME-HRM Aligned Rewards &amp; Recognition Services</b>		<b>A.16</b> Prepares draft DAS/ODHRM OPCR target & OPCR with accomplishments for review and approval	1 OPCR target 1 OPCR with accomplishments 2 IPCR targets 2 IPCR with accomplishments	1 OPCR target 1 OPCR with accomplishments 2 IPCR targets 2 IPCR with accomplishments	5	5	4	4.7	Prepared oPCR & consolidate individual IPCR for submission to PRPEO

<b>ODAHRD MFO 11: Innovations &amp; new Best Practices Development Services</b>	<b>PI. 18.</b> Number of innovation/best practices introduced and implemented	<b>A.16</b> Introduces one innovation to improve quality of services to clients	Monitoring of Faculty Development	Draft Memo submission of proof of enrolment & grades and submission of travel report as also inserted in their contract	5	5	5	5	OP memo was distributed to different offices
			Introduce creation of ODAHRD Logo	Introduce creation of ODAHRD Logo and to ODRM ManCom Committee for review	5	5	5	5	
			Prepare draft memo to updated Citizen charter	Prepare draft memo to updated Citizen charter for review of ODHRM Director	5	5	5	5	OP memo was distributed to different offices
Other functions:	<b>A19:</b> Graduate Dormitory Advisorship performed	<b>A.17</b> Act as a second parent of the dorm occupants	8 graduate occupants & 3 transients	8 graduate occupants & 3 transients	5	5	5	5	
<b>Total Over-all Rating</b>								<b>99</b>	<b>4.95</b>
	<b>Average Rating (Total Over-all rating divided by 4)</b>			<div>Comments &amp; Recommendations for Development Purpose:</div> <div>Needs to attend more HR related trainings. She deserves promotion.</div>					
	<b>Additional Points:</b>								
	<b>Approved Additional points (with copy of approval)</b>	<b>XX</b>							
	<b>FINAL RATING</b>	<b>4.95</b>							
	<b>ADJECTIVAL RATING</b>								

Evaluated & Rated by:

  
**LOURDES B. CANO**  
Immediate Supervisor

Date: \_\_\_\_\_

Approved by:

  
**REMBERTO A. PATINDOL**  
VP for Adm. & Finance

Date: \_\_\_\_\_

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



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: Ma. Fe L. Gayanilo

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	Zero percent complaint from clients served	Zero percent complaint from clients served	July-Dec. 2020	December 2020	December 2020	VI	O	
2	4 linkages (CSC Region 8, CSC Ormoc Field Office, GSIS & DBM)	4 linkages (CSC Region 8, CSC Ormoc Field Office, GSIS & DBM)	July-Dec. 2020	December 2020	December 2020	VI	O	
3	100% of new ad hoc assignments	100% of new ad hoc assignments	July-Dec. 2020	December 2020	December 2020	VI	O	
4	4 draft revised procedure prepared and Template & updates L & D Template & prepares draft Template (re-entry for attendance to training)	4 draft revised procedure prepared and Template & updates L & D Template & prepares draft Template (re-entry for attendance to training)	July-Dec. 2020	December 2020	December 2020	VI	O	
5	100% L & D documents are controlled & ISO compliant	100% L & D documents are controlled & ISO compliant	July-Dec. 2020	December 2020	December 2020	VI	O	
6	3 in house trainings & HR activities Facilitated	3 in house trainings & HR	July-Dec. 2020	December 2020	December 2020	VI	O	

		activities Facilitated						
7	95% (76 PhD & 30 MS) of faculty and staff scholars within the country & abroad monitored and assisted & prepares invitation to 61 reinstated faculty members but not yet graduated to appear to during the VSFC-AS Meeting	100% (76 PhD & 30 MS) of faculty and staff scholars within the country monitored and assisted & prepares invitation to 61 reinstated faculty members but not yet graduated to appear to during the VSFC-AS Meeting	July-Dec. 2020	December 2020	December 2020	VI	O	
8	99% (120) of requests acted by the scholarship committees, CHED & BOR & 100% award of approved requests released	100% (131) of requests acted by the scholarship committees, CHED & BOR & 100% award of approved requests released	July-Dec. 2020	December 2020	December 2020	VI	O	
9	100% of request prepared and processed for for CHED-IAS validation & prepares recommendation for BOR approval.	100% of request prepared and processed for for CHED-IAS validation & prepares recommendation for BOR approval.	July-Dec. 2020	December 2020	December 2020	VI	O	
10	100% (10)of Sabbatical request prepared and processed	100% (14)of Sabbatical request prepared and	July-Dec. 2020	December 2020	December 2020	VI	O	

		processed for approval						
11	100% (4 Maim & 5 External Campus Fellowship Contract & 5 Financial Assistance) revised contracts implemented & sned invitation for orientation (for External thru Virtual Orientation)	100% (4 Maim & 5 External Campus Fellowship Contract & 5 Financial Assistance) revised contracts implemented & sned invitation for orientation (for External thru Virtual Orientation)	July-Dec. 2020	December 2020	December 2020	VI	O	
12	100% (19) contracts of faculty processed and distributed to concerned faculty	100% (25) contracts of faculty processed and distributed to concerned faculty	July-Dec. 2020	December 2020	December 2020	VI	O	
13	100% (150) dcouments filed ready for ISO evaluation	100% (150) dcouments filed ready for ISO evaluation	July-Dec. 2020	December 2020	December 2020	VI	O	
14	100% (1) documents submitted as requested	100% (7) documents submitted as requested	July-Dec. 2020	December 2020	December 2020	I	VS	
15	6 minutes 157 excerpts referendum endorsements 20	14 Mnutes 157 excerpts 22 Referendum 22 Endorsement 20	July-Dec. 2020	December 2020	December 2020	VI	O	
16	1 OPCR target OPCRs with accomplishts 1	1 OPCR target 1 OPCR with accomplishts	July-Dec. 2020	December 2020	December 2020	VI	O	




	2 IPCR targets IPCR with accomplishments	2 IPCR targets 2 IPCR with accomplishments						
17	Monitoring of Faculty Development	Draft Memo submission of proof of enrolment & grades and submission of travel report as also inserted in their contract	July-Dec. 2020	December 2020	December 2020	VI	O	
18	Introduce creation of ODAHRD Logo	Introduce creation of ODAHRD Logo and to ODRM ManCom Committee for review	July-Dec. 2020	December 2020	December 2020	VI	O	
19	Prepare draft memo to updated Citizen charter	Prepare draft memo to updated Citizen charter for review of ODHRM Director	July-Dec. 2020	December 2020	December 2020	VI	O	
20	8 graduate occupants & 3 transients	8 graduate occupants & 3 transients	July-Dec. 2020	December 2020	December 2020	VI	O	

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

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

Prepared by:

  
**LOURDES B. CANO**  
 Director, ODAHRD



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: MA. FE L. GAYANILO Position: ADMINISTRATIVE AIDE IV

**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



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Fe L. Limsiaco

Performance Rating: \_\_\_\_\_

Aim: Develop HR competencies in L&D management

Proposed Interventions to Improve Performance:

Date: Jan-4, 2020 Target Date: Jan. - Dec. 2020

First Step:

Send to attend various HR related training  
CSC policy updates

Result:

Enhanced HR competencies

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

To review, and prepare + take CSC pref. examOutcome: Qualified to assume second level position  
and assume higher responsibilities

Final Step/Recommendation:

Designate her to act as secretary of the PRASIS

Prepared by:

LOURDES B. CANO

Unit Head

Conforme:

MA. FE L. GAYANILO  
Name of Ratee Faculty/Staff



Total Score					
B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>					
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 : \_\_\_\_\_

  
**LOURDES B. CANO**

Director, ODHRM & OIC Director ODAS

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2

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