



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **LETTY JEAN C. LOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.08	70%	2.86
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
TOTAL NUMERICAL RATING			4.14

TOTAL NUMERICAL RATING: 4.14

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.14

FINAL NUMERICAL RATING 4.14

ADJECTIVAL RATING: VS

Prepared by:

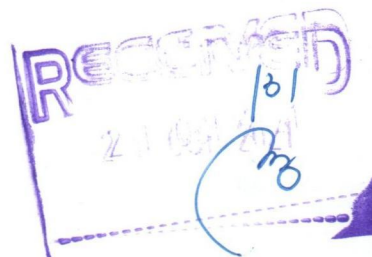
Reviewed by:


LETTY JEAN C. LOR
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Approved:



EDGARDO E. TULIN
President




Visayas State University
OFFICE OF THE PRESIDENT (GENDER RESOURCE CENTER)
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, LETTY JEAN C. LOR, Administrative Aide III, commits to deliver and agree to be rated on the attainment of the following targets/accomplishments in accordance with the indicated measures for the period January to June, 2021.


LETTY JEAN C. LOR
Adm. Aide III



MARIA AURORA TERESITA W. TABADA
Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishmen	Rating				Remarks
					Q1	Q2	Q3	Q4	
UMFO 6. General Administration and Support Services (GASS)									
UMFO 6. General Administration and Support Services (GASS)	Client-centered governance	Preparation of vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents and recording and facilitate approval of such	100	68	4	3	3	3.33	Based on Jan-June Logbook
		Zero percent complaint from clients served	90%	100%	4	4	4	4.00	


	Functional GRC	Facilitated trainings/meetings/functions conducted for VSU faculty, staff, students and clients as stated in GAD Plan and Budget 2021	36	17	4	4	4	4.00	There are 36 targets/entries in the GPB 2021. As of the 1st semester, 17 entries were accomplished. These accomplishments are: 1) Functional ASHO with ASH Committee and Hearing Pool Members (5entries), 2) Women's Month Celebration, 3) Communications Tech. Subscription, 4) Health Service Provider focusing on GAD, 5) Gender-Responsive Counselling Program, 6)Support to BiDANI, 7) Functional GAD Research Commodity Team and Proposals Reviewed (2entries), 8)Functional GFPS and in-service training (3 entries), 8)GRC Furnitures and Fixtures Procurement, 9)Gender and Resilience Program
		Act as Recording Secretary for the GFPS-TWG	100%	100%	4	4	3	3.67	Functional GFPS. GFPS TWG meeting conducted last 17 February 2021 and with GAD Coordinators from the component colleges last 10 March 2021
		Preparation of major reports to be submitted to CHED/PCW (GPB and GAR)	2	1	4	5	4	4.33	Submission of GAR 2020 to the GMMS within the prescribe timeline on 26 Feb 2021.
		Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	500	204	4	5	5	4.67	Based on Jan-June Logbook
	Functional and Responsive ASHU	Receive complainants/inquiries, assist in filing procedures and draft affidavits and minutes of meetings	100%	100%	4	4	4	4.00	Assisted SH Complaint 2021-01 with Decision already from the Disciplining Authority.
		Act as Recording Secretary for the Anti-Sexual Harassment Committee	100%	100%	4	4	4	4.00	
OP GASS 1; Submission of Agency Procurement Plan	PI 1. Number of PPMP submitted on or before prescribed deadline	Prepare drafts/submit PPMP on or before prescribe deadline	1	0				0.00	Done at 3rd or 4th quarter of the year
OTHERS		Act as dDRC for the Gender Resource Center	100%	100%	4	4	4	4.00	
		Secretary to University Committee/s	0	2	4	4	4	4.00	ASH Revision Committee; ASH Committee Adm. Rep.

		Secretary to University Investigation Committee/s	0	1	4	4	4	4.00	IC 419-B (show-cause order)
		Participation in RGADC VIII activities	0	1	5	5	5	5.00	Served as Moderator during the Levelling Sessions on Basic GAD Concepts, Gender Analysis, Gender Analysis Tools, and Local GAD Planning and Budgeting to RGADC VIII Member LGUs on June 16-18.
Total Over-all Rating		148			49	49	50	49.00	
Average Rating (Total Over-all rating divided by 4)		4.08	Comments and Recommendations for Development Purpose: Has yet to defend her thesis proposal towards completing her MS Development Sociology. In general, working from home has lessened focus and ability to deliver the mandated services also because of poor internet connectivity. However, Ms. Lor did exceptionally well representing VSU as moderator during the Levelling Sessions organized by PCW and RGADC VIII.						
Addittional Points									
Approved Additional points (with copy of approval)									
FINAL RATING		4.08							
ADJECTIVAL RATING		VERY SATISFACTORY							

Evaluated and Rated by:


MARIA AURORA T.W. TABADA
Immediate Supervisor
Date: 10/19/21

Approved by:


EDGARDO E. TULIN
President
Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-December 2021

Name of Staff: LETTY JEAN C. LOR Position: ADMINISTRATIVE AIDE III (Casual)

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		51/60				

Vision:
Mission:

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

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						
Average Score		4.25				

Overall recommendation :

Very Satisfactory

Maria Aurora T.W. Tabada

MARIA AURORA T.W. TABADA
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LETTY JEAN C. LOR**

Performance Rating: **January-December 2021**

Aim: Become GAD Trainor

Proposed Interventions to Improve Performance: Sent to trainings on training management and finish MS DevSoc.

Date: January 2021 Target Date: January 2021

First Step:

To check requirements and processes for participation to GAD trainings.

Result: Enhanced knowledge and skills on GAD concepts and tools with certification by PCW

Date: July 2021 Target Date: December 2021

Next Step:

Thesis proposal defense and data gathering.


Continuation of participation in PCW-organized trainings

Outcome: Manuscript writing and submission of first draft.

Final Step/Recommendation:

Apply for membership in the Regional Gender Resource Pool.

Prepared by:


MARIA AURORA T.W. TABADA
Unit Head

Conforme:


LETTY JEAN C. LOR
Name of Ratee Faculty/Staff