

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION

July - December 2016

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	4.67	70%	3.269
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.718

TOTAL NUMERICAL RATING: 4.718

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.718

ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:


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

  
**LOURDES B. CANO**  
Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MA. FE L. GAYANILO**, of the Office of the Director for Administration and 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 1, 2016 to December 31, 2016.

**MA. FE L. GAYANILO**  
Ratee

**LOURDES B. CANO**  
Rater

MFO/PAPS	Success Indicators	Task Assigned	Accomplishment		Rating					Remarks
			Target 2015	Actual	%tage	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 2: Human Resource Management & Development										
ODAHRD MFO 1. Administrative & Support Services Management										
PI. 1 Efficient & customer friendly frontline service	A1 Entertains clients and serve them promptly, efficiency and effectively	Entertains faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	5	5	5	5	Zero complaint from clients served
PI. 2 Number of financial and administrative documents acted within the limits set by VSU	A.2 supporting documents	follow up documents from VSU Faculty & Staff as required by PMS and submit it as requirements for the release yolanda assistance	100% complied	100% complied	100%	5	5	4	4.67	
	A3: Processed financial and personnel related documents		650 documents r	889 documents	137%	5	5	4	4.67	
PI. 4 No. of linkages with external agencies maintained	A.4 Establishment of new linkages and strengthening of existing linkages	Assists in maintaining linkages with offices whose services is needed in performance of personnel related functions	6 linkages assisted in maintaining (CSC Western Leyte, Regional office, CPOWLI, DBM, CHED & PMS)	6 linkages assisted in maintaining (CSC Western Leyte, Regional office, CPOWLI, DBM, CHED & PMS)	100%	5	5	4	4.67	additional 3 linkages include Office of the Governor, CHED region and of OIQAG of CHED central



[illegible]



MFO/PAPS	Success Indicators	Task Assigned	Accomplishment		Rating					Remarks
			Target 2015	Actual	%tage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI. 12 No. of in-house trainings/HR interventions conducted/facilitated	A10: Assists the ODAHRD Director in the conduct of in-house trainings and other HRD interventions	Prepares materials for use during trainings, follows up of participants, arranges venues, follow up of resource persons and provides secretariat services during the actual conduct of the activities	5 in-house trainings/ HR interventions conducted 175 participants attended	19 in-house orientations	380%	5	5	4	4.67	
<b>MFO 7. Faculty evaluation services</b>										
	A11: Number of faculty/subjects evaluated	Facilitates in the evaluation of the performance of the faculty	4 Faculty & 15 Subjects	4 Faculty & 15 Subjects	100%	5	5	4	4.67	
<b>ODAHRD MFO 8: Faculty pursuing advanced research degree program (PhD &amp; MS)</b>										
PI.7 Number of PhD & MS scholars facilitated, monitored and assisted	A12: Facilitation of requests from faculty scholars pursuing PhDs and MS degree programs	Facilitates, monitors and assists scholars including the processing of their contracts, stipends, salaries, renewal of their scholarships, etc.	40 PhD, 20 MS	61 PhD & 38 MS	248%	5	5	4	4.67	PhD scholars facilitated, contracts & other requirements processed and their needs
	A13: Faculty development requests facilitated	Encode draft & print minutes, excerpts, referendum & endorsements of the Scholarship Committee for final review of VSFC Secretary	6 minutes 100 excerpts 15referendum 15endorsements	9 minutes 165 excerpts 22referendum 15 endorsements	150.00%	5	5	4	4.67	
<b>MFO 10. Personnel Records Development &amp; Management Services</b>										
PI8. Percentage of CSC/DBM/GSIS/BOR rules & policies affecting personnel implemented	A14: Submission of request for release of funds for newly appointed employees	Follows up requests already filed at DBM & picks up NOSCA approving the requests	1 NOSCA & CNA received	1 NOSCA & CNA received	100%	4	5	4	4.33	
<b>MFO 11. Records and Archives Management Services</b>										

MFO/PAPS	Success Indicators	Task Assigned	Accomplishment		Rating					Remarks
			Target 2015	Actual	%tage	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI. 33 All required HR documents prepared/gathered and profile under Area 3 of AAACUP institutional accreditation prepared	A15: Preparation and gathering of documents needed for Institutional accreditation	Prepare/gather/index and bound documents as evidences for Institutional accreditation	30% of evidences required of the four parameters in Area 3 gathered Profile for Area 3 prepared and finalized	70% of evidences required of the four parameters in Area 3 gathered Profile for Area 3 prepared and finalized (41 sio/ 189 docs)	233.33%	5	5	4	4.67	
PI30 No. of additional accreditation/archival documents gathered and displayed at Accreditation/Archives Center	A16: Accreditation & archives center management	Assists in updating HR Accreditation Center	documents added for display	40 documents added for display	100%	5	4	4	4.33	
PI. 31 ISO 9001:2008 Accreditation Center for HR related processes established	A17: Establishment of an ISO 9001:2008 Accreditation Center for HR related processes	Assists in the gathering and packaging all documents for display	10 out of 21 ISO documentary evidences gathered & displayed	15 out of 21 ISO documentary evidences gathered & displayed	150%	4	4	4	4	
<b>MFO 10. Faculty evaluation services</b>										
	A18: Number of faculty/subjects evaluated	Facilitates in the evaluation of the performance of the faculty	4 subjects; 17 faculty evaluated	4 subjects; 17 faculty evaluated	100%	5	4	4	4.33	
Total Over-all Rating									84	

Average Rating (Total Over-all rating divided by 18)

4.67

Additional Points:

Punctuality

XX

Approved Additional points (with copy of approval)

XX

FINAL RATING

ADJECTIVAL RATING

4.67

Comments & Recommendations for Development Purpose:

Received by:

REDEMPTA L. SORIA

Planning Office

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

Calibrated by:

REMBERTO A. PATINDOL

PMT

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

Recommending Approval:

REMBERTO A. PATINDOL

Vice President

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

Approved by:

EDGARDO E. TULIN

President

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



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2016

Name of Staff: Ma. Fe L. Gayanilo

Position: Administrative Aide III

**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		58				
Average Score		4.83				

Overall recommendation : \_\_\_\_\_

  
**LOURDES B. CANO**

Name of Head