



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	4.21	70%	2.95
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.30
TOTAL NUMERICAL RATING			4.25

TOTAL NUMERICAL RATING: 4.25

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.25

FINAL NUMERICAL RATING 4.25

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:


LETTY JEAN C. LOR
Name of Staff

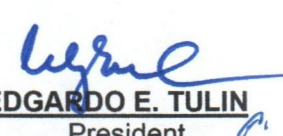
Reviewed by:


MARIA AURORA TERESITA W. TABADA
Department/Office Head

Recommending Approval:


ALLEN GLENIE P. LAMBERT
Executive Assistant

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 IV, 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 **July-December 2022**.

LETTY JEAN C. LOR
 Adm. Aide IV



MARIA AURORA TERESITA W. TABADA
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
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	150	257	5	4	3	4.00	Based on Office Logbook (Jan) & HRIS Doc. Tracking System (Feb-December)
		Zero percent complaint from clients served	90%	100%	5	5	5	5.00	No complaint received.
	Functional GRC	Facilitated trainings/meetings/functions conducted for VSU faculty, staff, students and clients as stated in GAD Plan and Budget 2022	67	61	4	4	4	4.00	Refer to GPB 2022 and OPCR 2022
		Act as Recording Secretary for the GFPS-TWG	100%	100%	4	3	3	3.33	GFPS Meetings: Jan, Feb, Oct
		Preparation of major reports to be submitted to CHED/PCW (GPB and GAR)	2	2	5	4	4	4.33	Submission of GAR 2021 & GPB 2023

		Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	500	580	4	4	4	4.00	GAD Agenda Guidelines- 100; GRC Brochure 400; G.F. Language - 20; GMEF 50; Others 10
	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 ASHU Coordinator/ send notices upon request (SH Complaint 2022-01 & 2022-02)
		Act as Recording Secretary/Admin Asst. for the Anti-Sexual Harassment Committee	100%	100%	4	3	3	3.33	
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	1	5	4	4	4.33	GRC Activities: GAD Agenda Prep. Workshop #4
OTHERS		Act as dDRC for the Gender Resource Center	100%	100%	5	5	5	5.00	OP Memo No. 708 s. 2022
		Secretary to University Investigation Committee/s	0	3	4	4	4	4.00	VSU Memorandum No. 684 s. 2021 - Administrative Case No. 044. For: Grave Misconduct and Conduct Prejudicial of the Best Interest of the University - Committee Report submitted to Disciplining Authority for Decision.
									VSU Memorandum No. 746 s. 2022 - University Grievance Committee (with 1 ongoing case)
									OP Memo. No. 38 s. 2020 - University Pool of Secretaries

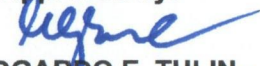
			Requested to serve as facilitator/ emcee/organizer in various university events	0	5	5	5	5	5.00	NWM Celeb 2022; GAD TOT for DepEd Borongan; GA Training for CCC; GAD Agenda Workshops; Gender Analysis Training for GAD Focal Persons in Region VIII; Gender Analysis Training for VSU Isabel
			Membership/Designations to various University Committees	0	5	5	4	4	4.33	1) Secretary for the Revision of Univ. ASH Rules and Regulations, 2) Admn Staff Rep of Expanded ASH Committee, 3) Official Encoder of VSU GMMS account, 4) GAD Agenda Planning Team; 5) Univ. HIV Aids Peer Educator
Total Over-all Rating						59.00	53.00	52.00	54.67	
Average Rating (Total Over-all rating			4.21		Comments & Recommendations for Development Purpose: Should complete her MS Development Sociology degree to add depth and perspective to her work considering that the GAD Program is now the Gender Resource Center; Ms. Lor has the capacity and skills to be a trainer, hence it is suggested that she undergo a training management program.					
Addittional Points										
Approved Additional points (with co										
FINAL RATING			VERY SATISFACTORY							

Evaluated and Rated by:


MARIA AURORA T.W. TABADA
 Immediate Supervisor

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July-December 2022**

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

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

Total Score						
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		52				
Average Score		4.33				

Overall recommendation : VERY SATISFACTORY


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

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: GENDER RESOURCE CENTER


Head of Office: MARIA AURORA TERESITA W. TABADA

Number of Personnel: 1 REGULAR; 2 JOB ORDERS

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		Minutes of the Meetings			Monthly meeting (Regular and Special)
Office Attendance				Logbook, DTRS/Biometrics	Monthly
Attendance to University Events/Trainings			University Memos / Invitations	Attendance Certificate	July-Dec 2022
Compliance to University Memos			University Memos / Invitations	Compliance Report	
Leaves (VL, SL, SLPs)				Application for Leave Form	
Activity assessment		Minutes of the meeting		Documentation report Training evaluation reports	After every major activity/ training
Coaching					
Staff evaluation		Staff meeting		Instrument for Performance effectiveness	July-Dec 2022

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by: 
MARIA AURORA TERESITA W. TABADA
 Immediate Supervisor

Noted by: 
EDGARDO E. TULIN
 Next Higher Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: GENDER RESOURCE CENTER


Head of Office: MARIA AURORA TERESITA W. TABADA

Number of Personnel: 1 REGULAR; 2 JOB ORDERS

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		Minutes of the Meetings			Monthly meeting (Regular and Special)
Office Attendance				Logbook, DTRS/Biometrics	Monthly
Attendance to University Events/Trainings			University Memos / Invitations	Attendance Certificate	July-Dec 2022
Compliance to University Memos			University Memos / Invitations	Compliance Report	
Leaves (VL, SL, SLPs)				Application for Leave Form	
Activity assessment		Minutes of the meeting		Documentation report Training evaluation reports	After every major activity/ training
Coaching					
Staff evaluation		Staff meeting		Instrument for Performance effectiveness	July-Dec 2022

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by: 
MARIA AURORA TERESITA W. TABADA
 Immediate Supervisor

Noted by: 
EDGARDO E. TULIN
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LETTY JEAN C. LOR**
Performance Rating: **January-December 2023**

Aim: To become an efficient and effective GAD trainer/advocate

Date: January 2023 Target Date: June 2023

First Step:

Thesis proposal defense, data gathering
Apply for membership in the Regional Gender Resource Pool.

Result: Approved thesis proposal and conduct of study

Date: July 2023 Target Date: December 2023

Next Step:

Continue data gathering and/or thesis manuscript writing
Attend PCW certification program

Outcome: Approved thesis manuscript

Final Step/Recommendation:

MS Development Sociology graduate
PCW-Certified GAD trainer

Prepared by:


MARIA AURORA T.W. TABADA
Unit Head

Conforme:


LETTY JEAN C. LOR
Name of Ratee Faculty/Staff