



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: GORRE, ELVIRA B.

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

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 is
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

Jan-June 2022

"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, 2022.


ELVIRA B. CORRE
RATEE

Approved:














ELIZA D. ESPINOSA
DIRECTOR, ITEEM


DENNIS P. PEQUE
DEAN, CFES *cfes/row*

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
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: Drafts letter request to hire; posts online and monitors the posting; sends interview invitations to applicants; prepares interview instruments; consolidates and tabulates interview ratings; ranks applicants; facilitates the conduct of BIs; prepares the recommendation to hire and all supporting documents	1	4					1. Amestoso, FJT 2. Ceniza, LCE 3. Isaac, KLC 4. Cruza, JA
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance with all requirements thru the established/adequate	A 44. Compliance with all requirements of the QMS core processes of the	Ensures that the QMS core processes of the university are complied with in	zero non-conformity	zero non-conformity					

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	implementation, maintenance, and improvement of the QMS of the core processes of the College/department under ISO 9001:2015	university under ISO 9001:2015*	performing administrative tasks							
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	PI 1. Submission of the Institute PPMP for the following year within the deadline as prescribed by BAC	On-time submission of PPMP	Reviews/corrects entries in the PPMPs and determines prioritization of schedules of acquisitions	On-time submission	Submitted on time.	✓	✓	✓	✓	
	PI 2. Zero percent complaints from clients served	Zero percent complaints from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	Zero % complaint	✓	✓	✓	✓	
	PI 5. Number of meetings attended	Number of monthly/ special faculty & staff meetings attended	Attends meetings by ITEEM and CFES	3	6	✓	✓	4	4.67	ITEEM faculty and staff meetings: Jan.10,25, Feb. 4,18, Apr. 28, May 13
	PI 6. Additional Outputs:	Attendance to various virtual and face-to-face meetings, and webinars	Attends virtual meetings and webinars	-	14	✓	✓	✓	✓	<ol style="list-style-type: none"> 1. Typhoon Awareness and Calamity Readiness Webinar, June 29 2. ITEEM Anniversary Webinar Series, May 17-19 3. Anniversary Convocation Program, Apr. 27 4. Pre-bidding for Printing Services, Apr. 18 5. Virtual Data Privacy Act of 2021 Awareness Seminar, Apr. 7 6. Menopause and other Common Gynecologic Problems Webinar (by USHER), Mar. 31

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
										7. KAALAM (Webinar Series by IHK): Pedagogy and Challenges of Teaching PE in the Next Normal, Mar. 17 8. Student On-Boarding, Mar. 16 9. KAALAM (Webinar Series by HK): Creative Forms and Narratives in the Contemporary: Graphic Design 101, Mar 9 10. Opening Program of the VSU National Women's Month Celebration, Mar. 7-8 11. Orientation on CSC and VSU Reward and Recognition Programs, Feb. 28 12. Pre-bidding Meeting for printing services, Feb. 24 13. QMS Portal Orientation, Feb. 24 14. Re-orientation on Recruitment, Selection, and Placement (RSP) Process, Feb. 22
		Number of actions performed as a committee member in support to the attainment of the university's mission	Reviews and acts requests for printing services from other units in the University	-	5					As a BAC TWG member for Printing Services
		Number of documents prepared/reviewed and acted upon:								
		<i>Number of documents reviewed/checked and</i>	Reviews/checks and countersigns documents for	50+	200+					

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		<i>countersigned for the Director's signature</i>	the signature of the Institute Director							
		<i>Number of faculty workloads prepared, reviewed, finalized and approved (Projected Faculty Workload, Actual Faculty Workload, Individual Faculty Workload)</i>	Prepares Projected, Actual, and Individual Faculty Workloads of ITEEM faculty	5	12					Projected Faculty Workload (1-with the part-timers'; 1-adjusted workloads for renewal of Longatang & Orias, based on the request for additional instructors); Individual Faculty Workload (4 regular, 4 part-time, 2 GTA)
		<i>Number of IPCR + exhibits and OPCR (targets and accomplishments) prepared</i>	Prepares IPCR (and its exhibit attachments) and OPCR, accomplishments and targets: <ul style="list-style-type: none"> • Checks and finalizes IPCR of admin staff, and consolidates targets and accomplishments data for OPCR; • Double reviews entries of OPCR and IPCR; • Computes ratings given by the immediate supervisor; • Prepares all attachments for IPCR accomplishments; • Prints required number of copies; • Binds, and have everything ready for submission. 	20	57					OPCR & IPCR accomplishments + exhibits for IPCR, Jul-Dec 2021; OPCR & IPCR targets, Jan-Dec 2022
		<i>Number of project/research and affiliate faculty appointments prepared</i>	Prepares appointments for project/study leaders and affiliate faculty	40	130					- Res. and ext. appointments (incl. recommendation and OP appointment for each appointee) (129); - Affiliate faculty appointments (1 only, as

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
										<i>others' appointments took effect the 1st sem of the current SY)</i>
		<i>Number of memoranda, notices, and communications prepared</i>	Drafts official communications, memoranda, and notices	5	22					
		<i>Number of reports reviewed, finalized, consolidated, laid out/designed</i>	Reviews, consolidates, lays out, and finalizes reports	-	2					Annual Report 2021 (1, ongoing); PASAR Assessment Report (1)
		<i>Number of IMs, IEC materials, markers, posters, signages, etc., effectively designed and laid out for the general functions of the Institute in support to the attainment of the University's mission</i>	Effectively conceptualizes/ designs/lays-out posters, markers, signages, citizens charter, organizational structures, and other IECs for the general functions of the Institute	-	79					TED Marker (1); Signage, "No Fishing" (1); Biodiversity Center logo designs (13); Biodiversity Center label designs (2); Biodiversity Center letterhead and branding designs (3); VSU-Nagoya Lab label (1); IMFARMC/SWELA Meeting backdrop (1); Draft, BSES brochure (1); ITEEM Anniversary: Certificate designs (2); Mugs (42); Culmination Program backdrop (1); FB page banner (3); Clean up drive (1); Program (1); Tree planting activity banner (1); VSU personnel IDs (6)
		<i>Number of financial reports of the general fund allocations submitted to the ITEEM Director (at least by quarter)</i>	Reviews financial reports on the general fund allocations submitted to the Director	-	1					ITEEM general funds
		<i>Number of DTRs generated and printed</i>	Generates and prints DTRs	6	12					Also of other staff (1) with no access to a computer

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		3-5 minutes retrieving of documents filed efficiently	Electronically files documents and performs regular backing-up; Periodically checks hard copy files	Files, 1-5 minutes retrievable	Files, 1-3 mins. retrieval	5	5	5	5	
		Percent promptness and effectiveness in answering, responding, acting, and/or relaying messages thru any format (phone calls, IP, e-mails, SMS, messenger, etc.)	Promptly answers/ responses/ acts and/or relays daily all official communications/ messages in any format	90%	100%	5	5	5	5	
		Percentage of the functionality of office/lab equipment monitored and maintained	Monitors, and assures the functionality of an assigned desktop and laptop computers, printers/scanners, and other peripherals	100%	100%	5	5	5	5	Includes troubleshooting of hardware and software of the assigned PC, and its devices/peripherals
		Number of other assigned tasks performed in support to the general functions of the Institute	Manages the Institute's main library/archive	1	1	5	5	4	4.67	
		Zero report and/or claims on negligence of office's safety, due to cautious inspection conducted daily before the office closes	Also takes responsibility for the safety of the office	No report/ claims on negligence received	No report/ claims on negligence received	5	5	5	5	
TOTAL OVERALL RATING										

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

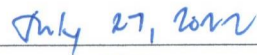
Comments & Recommendations for Development Purpose:

Consistently does her duties and responsibilities promptly.

Evaluated & 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"> • Designs cover, reviews, and finalizes the layout of instructional materials of the Institute; • Designs/lays-out and prints invitation brochures/flyers/ programs, nametags, certificates, attendance sheets; and • Designs/lays-out streamers/backdrops, posters/billboards/signages/ markers/labels; and training reports and/or cover 	Drafted and laid-out IMs and other materials	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
2.	<ul style="list-style-type: none"> • 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; • Sends interview invitations to applicants; • Prepares interview instruments and applicants' credentials for the interview panel; • Consolidates interview ratings, tabulates results, and ranks applicants; • Facilitates the conduct of BIs and • Prepares a recommendation letter and supporting documents to hire 	Well-informed applicants and interview panels and well-organized hiring faculty and administrative staff	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
3.	<ul style="list-style-type: none"> • Oversees management of the Institute's main library/archive 	Organized library/archive	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Very Satisfactory	
4.	<ul style="list-style-type: none"> • Monitors/co-supervises admin staff, GTA; • Checks/prepares documents for the Annual Budget required by OVPAF and OVPI; • Reviews/checks and countersigns documents for the Director's signature; • Monitors & acted official e-mails; • Serves as TWG member of Printing Services for VSU Bids and Awards Committee; • Prepares appointments for project/study/component leaders; 	Exceptionally supported and sustained the administrative, instruction, and research & extension project-based activities	January 1, 2022	June 30, 2022	June 30, 2022	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"> Prepares Faculty Workloads: Projected, Actual and Individual; Prepares letters/notices/memoranda; Prepares overtime requests for staff; Prepares overtime reports; Prepares/consolidates OPCR and IPCR targets and accomplishments, and its attachments; Checks document file folders; Electronically files documents; Backs-up CDs/external HDs of e-files/data; Consolidates annual report of the Institute; Designs/conceptualizes/lays-out billboards, streamers, backdrops, posters, signages, markers; brochures/programs/shirts; Conceptualized/designs/lays-out Citizen's charter, personnel directory/org structures, posters on courses offered, and other info signages/labels for the Institute; Serves as an administrative assistant, desktop publisher, training facilitator, and as a general public servant. 							
5.	<ul style="list-style-type: none"> Attends meetings by ITEEM and CFES 	Attendance to the meetings	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	

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

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

Prepared by:


ELIZA D. ESPINOSA

Immediate Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2022

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		4.92				

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		4.92				

Overall recommendation:

Such an admirable job performance!

ELIZA D. ESPINOSA

Printed Name and Signature
Head of Office

“EXHIBIT G”

Performance Monitoring and Coaching Journal

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

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF FACULTY	ELVIRA B. GORRE

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		January 7, 2022		Notice of meeting	Submission of IPCR 2021 (July-Dec) accomplishment; for OPCR 2021 (July-Dec) consolidation of all accomplishments
		January 10, 2022		Notice of meeting	Set deadlines for outputs to be submitted: a. OPCR/IPCR targets (Jan-Dec 2022) b. Updated PDS, CV, PDF – Jan. 10, 2022
	As needed				Ensures that all the QMS core processes of the university and preparations and timely submission of required documents (OPCR, IPCR, FWL, Faculty appointments, PPMP, faculty and admin. staff hiring, etc.) as prescribed in the accreditation tools are complied with. Follow up attendance to important webinar meetings in support to ITEEM operations
COACHING		Jan. 10, 2022		Notice of meeting	Cascading of the OP memo in connection to AACCUP and ISO evaluation scheduled on March 2022.
		February 4, 2022		Workshop	Below outputs to be submitted to the college for consolidation: ✓ SWOT Analysis Matrix ✓ Risk and Opportunities Assessment Matrix (ROAM) ✓ Objectives, Targets, and Programs of ITEEM

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


Conducted by:


ELIZA D. ESPINOSA

Immediate Supervisor
Director, ITEEM

Noted by:


DENNIS P. PEQUE

Next Higher Supervisor 
Dean, College of Forestry & Environmental
Science (CFES)

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 2022

Target Date: Feb 2022

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 a training on new techniques on layout and web design with the corresponding procurement of updated software and equipment for the job. This time, a face-to-face attendance to training was considered.

Date:

August 2022

Target Date:

October 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 face-to-face training on new techniques on layout and web design.

Note: Admin staff development plan from last year will be same this year with minor revisions and if budget allows for the training.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


ELVIRA B. GORRE
Ratee