

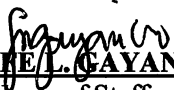
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January to June 2018

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	4.984	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.938

TOTAL NUMERICAL RATING: 4.938
 Add: Additional Approved Points, if any: _____
 TOTAL NUMERICAL RATING: _____
 ADJECTIVAL RATING: 0

Prepared by:


MA. FE L. GAYANILO
 Name of Staff

Reviewed by:


LOURDES B. CANO
 Department/Office Head

Recommending Approval:


LOURDES B. CANO

Approved:



REMBERTO A. PATINDOL
 Chairman, PMT

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 January 2018 to June 2018.


MA. FE L. GAYANILO
Ratee

Approved:


LOURDES B. CANO
Director, ODAHRD


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
OVPAF MFO 1: Human Resource Management & Development									
ODAHRD MFO 1. Administrative & Support Services Management									
PI.1 Efficient & customer friendly frontline service	A1 Satisfied clients due to prompt, efficient and effective service	Entertains 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. 4 No. of linkages with external agencies maintained	A2: Linkages with government agencies which the university transacts business maintained	Assists the Director in strengthening the linkages and smooth working relationship with important government agencies	4 linkages (CSC Region 8, CSC Ormoc Field Office, Pag ibig & DBM)	7 linkages assisted in maintaining (CSC Western Leyte, Regional office, CPOWLI, DBM, CHED, Pag-ibig & PMS)	5	5	5	5	
	A3. Report required by regulatory bodies acted & complied	Prepares draft proposed plantilla ready for review of ODAHRD Director for submission to PASUC	1 report submitted to PASUC	1 report submitted to PASUC	4	5	4	4.333	
ODAHRD MFO 2:Compliance of existing HRM practices to PRIME-HRM STANDARDS, Level									
P.I 8 EEOP compliant policies on recruitment, selection and placement prepared and submitted to CSC	A4: EEOP Compliant Merit System prepared & submitted to CSC	Prints, layouts and packages 3 bookbound copies of MSP for Faculty & 3 bookbound copies of MSP for Admin and submits to CSC	3 copies of MSP Faculty copies of MSP Adm.	3 submitted to CSC 6 bookbound copies of MSP for Faculty & Staff	4	5	5	4.667	
PI.11 Effective and efficient implementation of on boarding program for new employees	A5. Orientation of new appointees scheduled and actually conducted and all new appointees have attended	Prepares training materials/kits and Help in the facilitation during the conduct of orientation for newly hired faculty and staff	2 formal orientation for faculty & 100% of new administrative staff oriented	2 formal orientation for faculty & 100% of new administrative staff oriented	5	5	5	5	
	Performance Management System services								

PI. 12 EEOP compliant performance management system prepared and approved by CSC	A6. Enhanced & EOP compliant SPMS prepared and submitted for approval	Lays out the Enhanced & EOP compliant SPMS, secures approval from the President and submits to CSC for approval	EEOP compliant SPMS prepared and submitted to CSC	EEOP compliant SPMS prepared and submitted to CSC	5	5	5	5	
ODAHRD MFO 4:	Learning and Development Services								
PI. 14 EEOP compliant Learning & Development policies prepared and approved by CSC	A7. Enhanced & EOP compliant L & D policies (faculty & staff) approved by CSC	Layouts and prints enhanced & EEOP compliant L & D Policies (1 for faculty & 1 for administrative staff), packages & submits it to CSC	3 copies of L & D policies (3 copies Faculty & 3 copies Administrative staff)	3 copies of L & D policies (3 copies Faculty & 3 copies Administrative staff)	5	5	5	5	
PI. 15 Percentage implementation of learning and development policies for faculty and staff facilitated and monitored	A8: Requests for faculty development facilitated	schedules and prepares notice of meeting ready for distribute to the members of the Committee, encode and process minutes for approval and prepares excerpts and distributes to the requesting party	95% of requests for scholarships and attendance to trainings screened by respective scholarship committees 95% of scholars monitored and assisted	95% of requests for scholarships and attendance to trainings screened by respective scholarship committees 95% of scholars monitored and assisted	5	5	5	5	
	A9: Faculty and staff scholarship (new/renewal) facilitated, monitored & assisted	No. of PhD, MS & Sabbatical Leave faculty Facilitates the renewal of contract, monitors progress reports.	3 new scholars existing scholars (88 PhD, 57 MS)	1 new scholars existing scholars (88 PhD, 57 MS)	5	5	5	5	
	A10. Scholarship Contracts executed within 3 days from receipt of approval	Prepares contract of VSU scholars and on Sabbatical leave and process for approved of the President and distributes copies to PRPEO, Records Office, Departments and scholar for their file	3 new scholars & 1 Sabbatical	6 new scholars & 1 Sabbatical contracts	5	5	5	5	
	A11. Financial contractual obligations from reneging scholars facilitated and collection initiated	Facilitates collection of financial obligations from reneging scholars by submitting the names to legal office for collection and requesting computation from Accounting Office of their total contractual obligations	6 Scholars summoned and required to refund	6 scholars	5	5	5	5	


PI. 15 Percentage implementation of learning and development policies for faculty and staff facilitated and monitored	A12: Requests for faculty development facilitated	Submits request of faculty for attendance to training/ fora/conferences to the ODAHRD Director for scholarship committee for recommendation to the President and prepares	3 scholarship/assistantship 150 attendance to trainings/for a/etc. 1 sabbatical leave/secondment	5 scholarship/ assistantship 168 attendance to trainings/for a/etc. 1 sabbatical leave	5	5	5	5	
	A13. Functions as secretary of Academic Scholarship Committee performed	Prepares minutes, excerpts, referendum & endorsements of the Academic Scholarship Committee	6 minutes 150 excerpts 20 referendum 20 endorsements	10 Minutes, 30 referendum, 30 endorsement and 268 excerpts	5	5	5	5	
PI.16 Number of in-house trainings conducted based on approved training design and executed, monitored and evaluated	A14. In-house trainings, workshops and other HR interventions conducted/facilitated	Assist the training coordinator in facilitating the in-house training by preparing the training materials, kits, evaluation form, print program of activities and	6 in-house trainings facilitated	10 in-house facilitated and 383 participants	5	5	5	5	
	Rewards and Recognition						4		
PI. 17 EEOP compliant Enhanced PRAISE prepared and approved by CSC	A15. Enhanced & EOP compliant PRAISE prepared and approved by CSC	Review, Layout and package 6 bookbound copies of VSU R & R and submit to CSC	Enhanced & EOP compliant PRAISE prepared and approved by CSC	Enhanced and EOP PRAISE submitted to CSC	4	5	5	4.667	
PI. 19 Percentage of nominees to CSC Honors & Awards program assisted and nomination write up submitted on or before deadline	A16: Percentage of nominees to CSC Honors & Awards program assisted and nomination write up submitted on or before deadline	Facilitates and assists in securing documents, and help the nominees in packaging their nomination documents & submits to CSC	4 HAP nominations submitted to CSC	4 HAP nominations submitted to CSC	5	5	5	5	
	A17. HAP nomination of deserving employees packaged and submitted to CSC	Follows up and helps package the documents and submit to CSC within the deadline	100% of nominees	100% of the nominees with documents submitted within deadline	5	5	4	4.667	
ODAHRD MFO6: Innovations & new Best Practices Development Services									
PI. 27. Number of new HR systems/best practices/innovations introduced and implemented	A18: Best practices and innovations for improved service introduced	Packages the HR documents required under PRIME-HRM for submission to CSC according to assessment tool with innovative effective tabbing for easy access/location of documents by assessor	4 sets of documents arranged. Packaged and tabbed innovatively	4 sets of PRIME-HRM documents	5	5	5	5	CSC PSED Regiona 8 recommended the VSU tabbing of HR documents to be followed by other agencies
		Gathers and prepares important HR documents and packages it in manual form for easy access and reference by interested persons	4 manuals displayed at HR Accreditation Center (2 MSP Faculty & Admin, 1 SPMS & 1 R & R	4 manuals displayed at HR Accreditation Center (2 MSP Faculty & Admin, 1 SPMS & 1 R & R	5	5	4	4.667	

MFO 10. Faculty evaluation servicesFaculty evaluation services									
	A19. Number of faculty/subjects evaluated	Facilitates in the evaluation by the students of the teaching effectiveness of the faculty	4 subjects; 17 faculty evaluated	4 subjects; 17 faculty evaluated	5	5	5	5	
Other functions:	A20. Secretariat services in behalf of ODAHRD Director during her official functions when she is outside the university provided	Attends meeting VSFC Admin, ISA-OP, QAC, BAC, NAPB, and act as recording secretary during the VSFC-A meeting as requested by ODAHRD Director if she is not around	1 VSFC-Admin, 1 VSFC-A, 3 BAC, 1 College of Engineering Washington Accord Accreditation meeting, 1 NAPB	1 VSFC-Admin, 1 VSFC-A, 3 BAC, 1 College of Engineering Washington Accord Accreditation meeting, 1 NAPB	4	5	5	4.667	
	A21: Acted as Adviser of the Graduate Dormitory	Acts as a second parent to the dorm occupants	31 graduate occupants	31 graduate occupants	5	5	5	5	
Total Over-all Rating				Total Points				107.7	
				Average Rating				4.894	
	Average Rating (Total Over-all rating divided by 4)		107.7	<div>Comments & Recommendations for Development Purpose: To attend further trainings on Training Management and preparation of training designs.</div>					
	Additional Points:								
	Approved Additional points (with copy of approval)	XX							
	FINAL RATING		4.894						
	ADJECTIVAL RATING								

Evaluated & Rated by:


LOURDES B. CANO
 Director, ODAHRD
 Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
 Vice President for Adm. & Finance
 Date: _____

Approved by:


REMBERTO A. PATINDOL
 PMT Chairman
 Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

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
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					
Average Score					

Overall recommendation : _____


 LOURDES B. CANO
 Name of Head

PERFORMANCE MONITORING FORM
January-June 2018

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	Prints, layouts and packages 3 bookbound copies each of MSP for Faculty & MSP for Admin., and submits to CSC	3 bookbound copies each of: MSP Faculty, MSP Admin.,	2 nd week January	Before end of month	3 rd week of January	Very impressive	O	Reproduce VSC approved copy for copyrighting
2	Prints, layouts and packages 3 bookbound copies each of Enhanced SPMS, Enhanced PRAISE and Enhanced L & D Policies for Faculty and another for Admin. Staff and submits to CSC	3 bookbound copies each of: Enhanced SPMS, Enhanced Praise; Enhanced L & D for faculty & admin. staff	1 st week June	Before end of month	3 rd week of June	Very impressive	O	Reproduce VSC approved copy for copyrighting
3	Prepares training materials/kits	Training kits ready for use	As scheduled	Available on the day of training	Available on the day of training	Very impressive	O	
4	Submits requests of faculty for action by the VSCFC-AS during scheduled meetings or referendum, encodes minutes, excerpts, & endorsements	Requests are acted by VSCFC-AS and result relayed to faculty concerned	Within prescribed time frame	3 days after action by VSCFC-AS	VSCFC-AS	Impressive	VS	Requests are submitted late
5	Prepares contract of VSU scholars and on Sabbatical leave and process for	Final and printed copy of scholarship contract	Upon receipt of approval of application	One day after	Within the day expected	Impressive	VS	

	approved of the President and distributes copies to PRPEO, Records Office, Departments and scholar for their file		for scholarship/financial assistantship					
6	Facilitates and assists in securing documents, and help the nominees in packaging their nomination documents & submits to CSC	Packaged nomination form submitted to CSC not later than the deadline set	After nominee has been identified by PRAISE	Within prescribed date	Before deadline set by CSC	Impressive	VS	
7	Gathers and prepares important HR documents and packages it in manual form for easy access and reference by interested persons	HR evidences at the accreditation center updated	Continuous assignment to update HR evidences	Every time a new evidences is gathered	As expected	Impressive	O	Updating intensified due to upcoming assessment

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

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

Prepared by:


LOURDES B. CANO
 Director, ODAHRD

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. FE L. GAYANILO
Performance Rating: 0

Aim: To improve further competency in training management.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:


Outcome: _____

Final Step/Recommendation:

Require her to attend training management seminar

Prepared by:


LOURDES B. CANO
Unit Head

Conforme:

Ma. Fe L. Gayanilo
Admin Aide IV