

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION**  
**July-December 2019**

Name of Administrative Staff: Ms. Ma. Fe L. Gayanilo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.98	70%	3.49
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.99</b>

TOTAL NUMERICAL RATING: 4.99  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.99  
  
ADJECTIVAL RATING: 0

Prepared by:

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

Reviewed by:

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

Approved:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT


"Annex B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IFCR)

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 July 2019 to Dec. 2019

  
**MA. FE L. GAYANILO**  
Ratee


Approved:

  
**LOURDES B. CANO**  
Director, ODAHRD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administration and Support Services									
OVPAP MFO 1: Human Resource Management & Development									
UMFO 6: General Administration Support Service	PI.1 Efficient & customer friendly frontline service	A.1 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	A.2 Strengthens the linkages and smooth working relationship with important government agencies	4 linkages (CSC Region 8, CSC Ormoc Field Office, GSIS Maasin & DBM)	4 linkages (CSC Region 8, CSC Ormoc Field Office, GSIS Maasin, DBM & 2 SUC benchmark in our HR Best practices	5	5	5	5	
	PI. 18 No. of new ad hoc committee assignments performed	A.3 Attends meeting and Provides documents during accreditation; prepares sponsorship letter & Facilitates the distribution	100% of new ad hoc assignments	100% of new ad hoc assignments	5	5	5	5	
		A.4 Act as document controller of Learning & Development for Academic and prepares draft & 3 quality procedure of L & D with attached forms	3 Quality Procedure & 26 forms prepared and submit to QAC	4 L & D Quality Procedure for faculty & 26 forms prepared and submit to QAC and act as document controller of ODAHRD	5	5	4	4.67	
ODAHRD MFO 10: PRIME-HRM aligned Learning and Development Services	PI. 29 No. of in-house trainings/HR interventions/ workshops conducted/facilitated	A.5 Assist the training coordinator in facilitating the in-house training by preparing the training materials, kits, evaluation form, print program of activities and act as facilitator during the training	3 in house trainings facilitated	8 in-house training & 2 HR activities facilitated	5	5	5	5	
	PI.30 Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	A.6 Follow up the progress report of the scholars PhD & MS scholars	107 PhD & 55 MS	94 PhD, 60 MS & 8 Sabbatical Leave	5	5	5	5	

	<b>PI. 31</b> Percentage of faculty development related requests acted by scholarship committee, requests to present paper or to attend conference abroad facilitated for action by CHED & BOR & awards of attendance to approved requests prepared	<b>A. 7</b> Reviews, receives, consolidates, and process requests of faculty for attendance to training/fora/conferences/Sabbatical Leave/Study Leave	Reviews & receives 75 request for VSFC-AS Meeting 15 Referendum 15 Indorsement 10 certificates for study leave	13 Minutes, 275 request acted, 53 Referendum, 53 Endorsement, and 329 excerpts of meeting prepared and processed	5	5	5	5	
	A6: Number of faculty request facilitated for IAS and BOR Action	<b>A.8</b> Prepares endorsements, scan and email documents & send thru LBC for IAS review & BOR approval	5 request facilitated for IAS assessment	19 request Processed for IAS assessment	5	5	5	5	
	A6: Number of faculty request facilitated for IAS and BOR Action	<b>A.9</b> Prepares recommendation for BOR approval	5 recommendations for BOR approval	19 Recommendation Processed for BOR approval	5	5	5	5	
	<b>A8:</b> Number of Contract prepares, process and distributes to the requesting party	<b>A.10</b> Prepares contract of VSU faculty concerned scheduled for study leave and Sabbatical leave and process for approval of the President and issues the approved copies to PRPEO, Records Office, Departments and faculty concerned	5 study leave Contract & 8 Sabbatical contract	20 Study Leave & 10 Sabbatical Leave prepared and distributed to concerned faculty, PRPEO & Records office	5	5	5	5	
	<b>A9</b> Act as recording secretary of the VSFC-AS during the absence of VSFC-AS Secretary	<b>A.11</b> Attends meeting of the VSFC-AS as recording secretary in the absence of VSFC-AS Secretary	3 meetings attended	10 VSFC-AS attended as recording secretary	5	5	5	5	
		<b>A.12</b> drafts memo, forms, programs for Faculty & Manpower review and consolidate the output of the faculty development for UADCO & BOR approval.	100% documents complied ready for faculty & Manpower review and 1 consolidated documents submitted to UADCO	100% documents complied ready for faculty & Manpower review and 1 consolidated documents submitted to UADCO	5	5	5	5	
		<b>A.13</b> Facilitates in the collection of refund by Submitting the names with attached contract to legal office for collection of refund to VSU Scholars and request computation from Accounting Office of their payments	3 Scholars (1 Isabel, 2 main)	3 Scholars (1 Isabel, 2 main)	5	5	5	5	
<b>ODAHRD MFO 11: PRIME-HRM Aligned Rewards &amp; Recognition Services</b>	<b>PI. 28</b> Number of teaching effectiveness evaluation of faculty/subjects administered	<b>A.14</b> Assist in the conduct of faculty evaluation	5 faculty and 10 subjects to administer teaching effectiveness evaluation	100% of the assigned task facilitated and submitted to OVPI on time	5	5	5	5	
<b>Other functions:</b>	<b>A18:</b> Act as Adviser of the Graduate Dormitory	<b>A.15</b> Act as a second parent of the dorm occupants	31 graduate occupants	31 occupants facilitated	5	5	5	5	
<b>Total Over-all Rating</b>								<b>74.67</b>	<b>4.98</b>

	Average Rating (Total Over-all rating divided by 4)		
	Additional Points:		
	Approved Additional points (with copy of approval)	XX	
	FINAL RATING		4.98
	ADJECTIVAL RATING		0

  
LOURDES B. CANO  
 Director, ODAHRD

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

  
REMBERTO A. PATINDOL  
 Vice President for Administration & Finance

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

Legend: 1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Comments & Recommendations for Development Purpose:

To attend more trainings on L & D Management



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: MA. E 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	A.1 Entertains faculty & staff needing assistance or services of the office	Zero % complaint from clients served	July 1, 2019	Daily	Daily	impressive	very satisfactory	
2	A.2 Strengthens the linkages and smooth working relationship with important government agencies	4 linkages (CSC Region 8, CSC Ormoc Field Office, GSIS Maasin & DBM)	July 1, 2019	within the rating period	within the rating period	impressive	very satisfactory	
3	A.3 Attends meeting and Provides documents during accreditation; prepares sponsorship letter & Facilitates the distribution	100% of new ad hoc assignments	upon receipt of memo	within the period indicated in the memo	within the prescribed period	impressive	very satisfactory	
4	A.4 Act as document controller of Learning & Development for Academic and prepares draft & 3 quality procedure of L & D with attached forms	3 Quality Procedure & 26 forms prepared and submit to QAC	July 1, 2019	on or before Nov. 20, 2019	PC	very impressive	outstanding	
5	A.5 Assist the training coordinator in facilitating the in-house training by preparing the training materials, kits, evaluation form, print program of activities and act as facilitator during the training	3 in house trainings facilitated	a week before actual conduct of training	before actual start of training	before actual start of training	impressive	very satisfactory	
	A.6 Follow up the progress	107 PhD & 55 MS						

6	report of the scholars PhD & MS scholars							
7	A. 7 Reviews, receives, consolidates, and process requests of faculty for attendance to training/fora/conferences/Sabbatical Leave/Study Leave	Reviews & receives 75 request for VSFC-AS Meeting 15 Referendum 15 endorsement 10 certificates for study leave	upon receipt of requests	upon final action and preparation of exempt	upon receipt of final approval	impressive	US	
8	A.8 Prepares endorsements, scan and email documents & send thru LBC for IAS review & BOR approval	5 request facilitated for IAS assessment	upon endorsement by com.	upon receipt of IAS action cert.	upon receipt of IAS action cert.	impressive	US	
9	A.9 Prepares recommendation for BOR approval	5 recommendations for BOR approval	upon receipt of IAS act.	upon receipt of BOR rec.	upon receipt of BOR rec.	imp.	US	
10	A.10 Prepares contract of VSU faculty concerned scheduled for study leave and Sabbatical leave and process for approval of the President and issues the approved copies to PRPEO, Records Office, Departments and faculty concerned	5 study leave Contract & 8 Sabbatical contract	upon receipt of approval	upon signing by the parties & notarization	receipt of the notarized contract	imp.	US	
11	A.11 Attends meeting of the VSFC-AS as recording secretary in the absence of VSFC-AS Secretary	3 meetings attended	in the absence of the sec.	after preparation of draft minutes	after finalization of minutes	very imp.	0	
12	A.12 drafts memo, forms, programs for Faculty & Manpower review and consolidate the output of the faculty development for UADCO & BOR approval.	100% documents complied ready for faculty & Manpower review and 1 consolidated documents submitted to UADCO	a month prior to scheduled manpower review	after approval by BOR of the Faculty & Staff Dev.	approval by BOR of Faculty & Staff Dev.	very imp.	0	
13	A.13 Facilitates in the collection of refund by Submitting the names with	3 Scholars (1 Isabel, 2 main)	upon receipt of approved USFCAS minutes	upon submission of docs to legal office	submitted docs to legal office	imp.	0	

	attached contract to legal office for collection of refund to VSU Scholars and request computation from Accounting Office of their payments							
14	A.14 Assist in the conduct of faculty evaluation	5 faculty and 10 subjects to administer teaching effectiveness evaluation	a week before <del>done</del> scheduled evaluation	done scheduled evaluation	done scheduled evaluation	imp.	US	

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

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

Prepared by:

  
**LOURDES B. CANO**  
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2019

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	(5)	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	(5)	4	3	2	1
Total Score					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 : To attend more trainings or management L & D activities.

  
**LOURDES B. CANO**  
 Director ODAHRD

# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
✓	4th	

Name of Office: ODAHRD

Head of Office: Dr. Lourdes B. Cano

Number of Personnel: Six (6)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring status of action re: CAP	Nov 14, 2019	Nov 14, 2019 L. Alubani J. Lajman M. F. Gayanilo J. Andu M. R. Miraflores M. delo Torre			Each staff was given instructions for additional documents to produce in preparation for the following day's stage 1 audit
Coaching					

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

Conducted by:

LOURDES B. CANO  
Immediate Supervisor

Noted by:

REMBERTO A. PATINDOL  
Next Higher Supervisor ✓ 1/2

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Ma. Fe L. Gayanilo**  
Performance Rating: O

Aim: To further develop competencies in managing faculty development programs

Proposed Interventions to Improve Performance:

Date: July 1, 2019    Target Date: December 31, 2019

First Step: Attend HR Summits to enhance competencies

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Result: Attended National HR Symposium at PICC. Said attendance widened her skills and linkages especially in processing requests of faculty for international trainings and presentations of papers abroad including processing of requests at CHED.

Date: July 1, 2019    Target Date: December 31, 2019

Next Step:

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Attend HR related trainings to enhance competencies in developing & packaging documents under L & D for PRIME-HRM level 3

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Outcome: Now in the processes of gathering HR evidences for future packaging  
Final Step/Recommendation:

Pursue graduate program in management

Prepared by:

  
**LOURDES B. CANO**  
Unit Head

Conforme:

  
**MA. FE L. GAYANILO**  
Name of Ratee Faculty/Staff



TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
ODAHRD MFO 1: ISO aligned Personnel Records Development & Management Services	PI. 1 Percentage implementation of leave benefits, compensation and other employee benefits	RBBebira, MLao & LBC	July-December 2019	x	x	x	x	Completed
	PI. 2 Number of Reports submitted to CSC, Ombudsman, DBM, PASUC, CHED and budgetary documents requested by OP/Budget Office	LGAicober, JBJayne & LBCano	July-December 2019		x		x	CSC monthly report completed, DBM, PASUC & CHED within prescribed period
	PI. 3 Percentage updating and uploading of e-GMIS to DBM and Personnel Information System updating completed	LGAicober & LBC	Regularly every end of the month				x	Updated and uploaded as scheduled
	PI. 4 Number of certifications and service records issued and authentication of documents	LBCano , AASEvilla, & RMiraflor	As the needed arises	x	x	x	x	
ODAHRD MFO. 2: ISO aligned Records and Archives Management	PI. 5 No. of new archival and documents gathered and displayed at	ODAHRD, LBCano , AASEvilla, & RMiraflor	Targeted outputs to be delivered July-December 2019				x	complied

	Archives Center							
-	<b>PI. 6 Percentage of</b> required HR accreditation evidences under PRIME-HRM level 3 maturity in RSP ready for inspection by CSC team	LBCano, AASevilla, MGayanilo, JEAndon, LGAlcober  MDela Torre	On-going	x	x	x	x	Still on going
<b>ODAHRD MFO. 3: ISO 9001:2015 aligned documents</b>	<b>PI 9</b> Number of quality procedures prepared/ revised	LBCano, HVColis, MDela Torre, LGAlcover, JEAndon & MGayanilo	A week before Stage 1 Audit	x	x	x	x	Complied but subject to revision in preparation for Stage 2
<b>ODAHRD MFO. 4: ARTA aligned compliance and reporting requirements</b>	<b>PI 10</b> Percentage of external clients served and rated the service received as at least very satisfactory or higher	LBCano, HVColis, MDela Torre, LGAlcover, JEAndon, MGayanilo & JBJayme	July – December 2019	x	x	x	x	complied
<b>ODAHRD MFO. 5: FOI aligned compliance and reporting requirements</b>	<b>PI. 11</b> Percentage compliance of reporting requirements in accordance with FOI Manual	LBCano. JEAndo & RMiraflor	December 2019				x	complied
<b>ODAHRD MFO 6: Administrative and support services Management</b>	<b>PI. 12</b> Efficient & customer friendly frontline service	LBCano, AASevilla, HVColis, MDela Torre, LGAlcover, JEAndon, MGayanilo & JBJayme Staff	Continuin 9	x	x	x	x	
	<b>PI. 13</b> Number of administrative services and	LBCano, AASevilla, &						

	financial/ administrative documents acted within time frame	RMiraflor						
	<b>PI. 14</b> No. of linkages with external agencies maintained	LBCano, T. Quiñanola, A. Sevilla, J. Ando, MGayanilo, LGAcober, & JBJayme						
	<b>PI.15</b> No. of ad hoc committee assignments served/functions performed	LBCano, J. E. Ando, M.F. Gayanilo	July- December	x	x	x	x	Attended weekly meetings
	<b>PI.16</b> No. of HR activities and interventions implemented during PSC celebration	Pres. E. Tulin, L.B. Cano, L. Managbana g	Septembe r 2019	x	x	x	x	All programmed activities were successfully conducted
<b>ODAHRD MFO 7: PRIME-HRM compliant Recruitment, Selection &amp; Placement</b>	<b>PI. 17</b> No. of publications of administrative vacancies submitted to CSC and vacancy announcements for faculty positions prepared & posted in bulletin boards, website & social media	LBCano, L Alcober & JBJayme	July- December	x	x	x	x	
	<b>PI.18</b> Number of vacant administrative positions with applicants profile prepared, applicants screened, interviewed/evalua	LBCano & HSColis	July - December	x	x	x	x	continuing



	ted and comparative assessments prepared							
	<b>PI.19</b> Number of ranking of applicants and recommendation to faculty positions submitted to APB for review and final action by the President	LBCano & HSColis	July-December	x	x	x	x	Regularly submitted to APB during its weekly meetings
	<b>PI.20</b> Number of appointments processed and Reports of Appointments Issued (RAI) submitted to CSC with zero invalidation and JO contracts reviewed	LBCano, LGAlocer & JBJayme	July – December 2019	x	x	x	x	All approved recommendations to hire were acted, appointments issued & processed
<b>ODAHRD MFO 8: PRIME-HRM compliant Performance Management System services</b>	<b>PI. 21</b> Percentage submission of IPCRs followed up and received IPCRS reviewed and report of IPCR ratings submitted to PMT	LBCano & ODAHRD, RECORDS MDela Torre	July – December 2019	x	x	x	x	Submissions were continuously followed up
	<b>PI. 22</b> Number of teaching effectiveness evaluation of faculty/subjects administered	MLGayanilo	After midterm					completed
<b>ODAHRD MFO 9: PRIME-HRM aligned Learning and Development Services</b>	<b>PI. 23</b> No. of in-house trainings/HR interventions/ workshops conducted/facilitat	LBCano, JEAndo & MLGayanilo	July – December as per training plan					There were changes due to inclusion of ISO required trainings

	ed							
	<b>PI.24</b> Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	LBCano, AAsevilla JEAndo & MLGayanilo	July – December 2019	x	x	x	x	continuing
	<b>PI. 25</b> Percentage of faculty development related requests acted by scholarship committee, requests to present paper or to attend conference abroad facilitated for action by CHED & BOR & awards of attendance to approved requests prepared	LBCano, JEAndo & MLGayanilo	July – December 2019	x	x	x	x	Requests submitted late but urgent were acted thru referendum
	<b>PI. 26</b> No. of scholarship contracts prepared, provisions of the contract explained to faculty and contract finally executed within 3 days	LBCano, AAsevilla, JEAndo & MLGayanilo	July – December 2019	x	x	x	x	completed
<b>ODAHRD MFO 10: PRIME-HRM Aligned Rewards &amp; Recognition Services</b>	<b>PI. 27</b> Percentage of OPCR and IPCR ratings submitted to PMT reviewed, calibrated and delivery units ranked and PBB	MDela Torre, A. Sevilla/M. Sta. Iglesia	Applicable only every January-February					Not applicable

	Form 1 prepared and submitted within prescribed period							
	<b>PI 28</b> Percentage of IPCR ratings with outstanding rating forced ranked and the top 5% employees granted step increment based on merit	LBCano & MDela Torre	July-December 2019				x	Completed December 2019
	<b>PI. 29</b> Percentage implementation of university and loyalty awards	ODAHRD, PRPEO	September 2019	x	x	x	x	completed
<b>ODAHRD MFO 11: Innovations &amp; new Best Practices Development Services</b>	<b>PI. 30.</b> Number of new HR systems/innovations introduced and implemented	LB. Cano, H. S. Colis, A. Sevilla	July-December 2019				x	complied
-	<b>PI. 31.</b> Number of request to facilitate strategic planning workshop conducted	L. Cano, J. Ando, M. Gayanilo	As the need arises					Only CAC requested and was served
-	<b>PI. 32.</b> Number of best practices introduced and implemented	L. Cano	July-December 2019	x	x	x	x	Target met
-	<b>PI 33</b> Number of required mandatory operations manual prepared and submitted	LBCano	July-December 2019	x	x	x	x	Target met
-	<b>PI. 36.</b> Percentage operationalization of HRIS on RSP	LBCano	July-December 2019					RSP program launched as targeted



	<b>PI. 37</b> Number of outside agencies which benchmarked HR practices/systems or provided with expert services as Resource Person	LBCano, JEAndo, HVColis & MGayanilo	As the need arises					Sultan Kudarat & ESSU served
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Prepared by:

  
**LOURDES B. CANO**  
Unit Head