



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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	4.95	70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	40%	1.48
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING: 4.95
Add: Additional Approved Points, if any: 0
TOTAL NUMERICAL RATING: 0

FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: 0

Prepared by: MA FE L. GAYANILO
Name of Staff

Reviewed by: JENNIFER E. ANDO
Office Head

Recommending approval:

HONEY SOFIA V. COLIS
OIC Director, ODHRM

Approved:


DANIEL LESLIE S. TAN
Vice President for Administration & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. FE L. GAYANILO, of the Office of the Head of Learning and Development & Human Resource Accreditation 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.


MA. FE L. GAYANILO
Ratee

Approved:


JENNIFER E. ANDO
Immediate Supervisor

MFO & PAPs	Success Indicators	Tasks Assigned	Target January to December 2022	Actual Accomplishment Jan. to June 2022	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5 Support to Operations (STO)									
VSFC STO 1: ISO 901:2015 Aligned documents									
ODHRM STO 1: ISO 9001:2015 Aligned documents									
	PI.1Number of Quality Procedures prepared/ revised/implements	A.1 Revised/updated L & D Quality procedure for Faculty Members	4 quality Procedures revied/updated	4 quality Procedures revied/updated & 1 template for Research	5	5	5	5	
		A. 2 DDRC of Learning & Development for Academic	100% L & D documents are controlled & ISO compliant	100% L & D documents are controlled & ISO pass ISO Audit	5	5	5	5	
UMFO 6: General Administration and Support Services									
ODHRM GASS 1: Human Resource Management & Development									
	PI.1 Efficient & customer friendly frontline service	A.3Entertains faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	Zero Complaint	5	5	5	5	
	PI.2 No. of linkages with external agencies maintained	A.4 Strengthens the linkages and smooth working relationship with important government agencies	4 linkages (CSC Region 8, CSC Ormoc Field Office, CHED & DBM)	5 linkages (CSC Region 8, CSC Ormoc Field Office, CHED IAS, PASUC & DBM)	5	5	5	5	
	PI.4 No. of ad hoc committee assignments served/functions performed	A.5 Attends meeting and Provides secretariat services	100% of new ad hoc assignments (VSFC-AS)	100% of new ad hoc assignments (VSFC-AS)	5	5	5	5	InstitutionAccreditation, VSFC-AS, VASC, Citizen Charter Committee. APB & NAPB
ODHRM Director, Unit Heads and Staff									
	PI. 1 No. of In-house L & D activities planned, conducted/facilitated	A.6 Assist the OHLDHRA In-charged to faciitate in the conduct of the HR activities & intervention	10 In-house seminar workshops/ skills trainings/orientations conducted/facilitated	10 In-house seminar workshops/ skills trainings/orientations conducted/facilitated	5	5	4	4.7	

	PI.4 Number of requests for external trainings/seminar-workshops/attendance to conferences fora	A.7 Received, reviews and process request for the approval of the President	150 requests for external trainings/seminar-workshops/attendance to conferences for a/sabbatical leave/scholarships/fellowships facilitated	379 requests for external trainings /seminar-workshops/ attendance to conferences for a/sabbatical leave/ scholarships/fellowships facilitated	5	5	4	4.7	Faculty: 299 Admin Staff: <u>80</u> 379
		A.8 Prepares endorsement for CHED IAS Assessment and recommendation for BOR Approval for faculty study and attend training abroad	10 endorsement & recommendation prepared	15 recommendation for travel abroad prepared & endorsed for CHED IAS assessment and for BOR approval	5	5	5	5	Arci, Dr. E. Tulin, Dr. A. Tulin, Dr. Millado, Dr. Arradaza, Ms. Cruz, Ms. M. Bañoc, Mr. Garrido, Mr. Peja, Mr. Salas, Dr. Taveros, Dr. Quilicot, Dr. Balala, Ms. Atok & Ms. Cardeño
	PI.4 No. of requests for sending faculty staff for new scholarships/ Fellowship facilitated	A.9 Received, reviews and process request for the approval of the President	25 request facilitated	9 approved recommendations facilitated /processed	5	5	5	5	Faculty: MS =5 <u>PhD=3</u> 8 Admin: MS=1
		A. 10 Prepares contract, scheduled & conduct orientations for faculty on study leave & sabbatical leave	15 contracts & orientations conducted	6 Contracts prepared & conducted 4 orientation of the VSU Scholars & 3 for sabbatical leave	5	5	5	5	Bustamante, Salamia, Amora, Arci, Bañoc, & Bibiano's contract
	PI.5 Number of scholars Monitored	A. 11 Follow ups progress report of scholars not graduated but reinstated & on going scholars	70 scholars	149 scholars monitored	5	5	5	5	Ongoing Scholars: MS 22 & PhD 41 = 63 reinstated but not yet graduated PhD 49 & MS 27 =76 Finished Graduate Studies: MS 3 & PhD 5=8
	PI. 6 Number of request on sabbatical leave for faculty member facilitated	A. 12 Received, reviews and process request for the approval of the President	5 request	3 recommendations for sabbatical leave processed and approved by BOR & 1 mid year report	5	5	5	5	Dr. Cagasan, Dr. Sinon & Dr. Gonzaga contracts & Dr. Bañoc Mid year report
		A.13 Prepares draft on revision of two (2) L & D Guidelines	2 L & D Guidelines updated						2nd half
Total Over-all Rating								59.4	

	Average Rating (Total Overall rating divided by 4)	4.95			Comments & Recommendations for Development Purposes: participate on CSC L&D. related and other HR training
	Additional Points:				
	Approved Additional points (with copy of approval)				
	FINAL RATING	4.95			
	ADJECTIVAL RATING	0			

Evaluated & Rated by:

J. Ando
JENNIFER E. ANDO
Immediate Supervisor

Date: *7/12/2022*

Recommending approval

H. Sofia V. Colis
HONEY SOFIA V. COLIS
OIC Director, ODHRM

Date: _____

Approved by:

D. Leslie S. Tan
DANIEL LESLIE S. TAN
VP for Adm. & Finance *7/19-2022*

Date: _____

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

Exhibit I

PERFORMANCE MONITORING FORM

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	A.1 Revised/updated L & D Quality procedure for Faculty Members	4 quality Procedures revied/updated	Jan.-June 2022	4 quality Procedures revied/updated & 1 template for Research	June 2022	VI	O	
2	A. 2 DDRC of Learning & Development for Academic	100% L & D documents are controlled & ISO compliant	Jan.-June 2022	100% L & D documents are controlled & ISO pass ISO Audit	June 2022	VI	O	
3	A.3 Entertains faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	Jan.-June 2022	Zero Complaint	June 2022	VI	O	
4	A.4 Strengthens the linkages and smooth working relationship with important government agencies	4 linkages (CSC Region 8, CSC Ormoc Field Office, CHED & DBM)	Jan.-June 2022	5 linkages (CSC Region 8, CSC Ormoc Field Office, CHED IAS, PASUC & DBM)	June 2022	VI	O	
5	A.5 Attends meeting and Provides secretariat services	100% of new ad hoc assignments (VSFC-AS)	Jan.-June 2022	100% of new ad hoc assignments (VSFC-AS)	June 2022	VI	O	
6	A.6 Assist the OHLDHRA In-charged to faciitate in the conduct of the HR activities & intervention	10 In-house seminar workshops/ skills trainings/orientations	Jan.-June 2022	10 In-house seminar workshops/ skills trainings/orientation s	June 2022	VI	O	

		conducted/facilitated		conducted/facilitated				
7	A.7 Received, reviews and process request for the approval of the President	150 requests for external trainings/seminar-workshops/attendance to conferences for a/sabbatical leave/scholarships/fellowships facilitated	Jan.-June 2022	379 requests for external trainings/seminar-workshops/attendance to conferences for a/sabbatical leave/scholarships/fellowships facilitated	June 2022	VI	O	
8	A.8 Prepares endorsement for CHED IAS Assessment and recommendation for BOR Approval for faculty study and attend training abroad	10 endorsement & recommendation prepared	Jan.-June 2022	15 recommendation for travel abroad prepared & endorsed for CHED IAS assessment and for BOR approval	June 2022	VI	O	
9	A.9 Received, reviews and process request for the approval of the President	25 request facilitated	Jan.-June 2022	9 approved recommendations facilitated /processed	June 2022	VI	O	
10	A. 10 Prepares contract, scheduled & conduct orientations for faculty on study leave & sabbatical leave	15 contracts & orientations conducted	Jan.-June 2022	6 Contracts prepared & conducted 4 orientation of the VSU Scholars & 3 for sabbatical leave	June 2022	VI	O	
11	A. 11 Follow ups progress report of scholars not graduated but reinstated & on-going scholars	70 scholars	Jan.-June 2022	149 scholars monitored	June 2022	VI	O	

12	A. 12 Received, reviews and process request for the approval of the President	5 request	July-Dec. 2022	3 recommendations for sabbatical leave processed and approved by BOR & 1 mid-year report	June 2022	VI	O	
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


JENNIFER E. ANDO
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2022

Name of Staff: MA. FE L. GAYANILO Position: Administrative Aide VI


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 : _____


JENNIFER E. ANDO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Fe L. Gayanilo
Performance Rating: _____

Aim: To equip knowledge and skills needed in the current positions as well as higher responsibilities in the future.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Regular meeting & updating in the HR process specially L&D

Result:

Mastery of the L&D processes

Date: _____ Target Date: _____

Next Step:

Attend various CSC & other related HR trainings

Outcome: Highly Competent in the L&D processes

Final Step/Recommendation:

To pursue MS degree

Prepared by:


JENNIFER E. ANDO
Unit Head