

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION  
July to December 2017

Name of Administrative Staff: MA. FE L. GAYANILO

| Particulars<br>(1)                                                                                     | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|--------------------------------------------------------------------------------------------------------|-------------------------|--------------------------|-----------------------------------------|
| 1. Numerical Rating per IPCR                                                                           | 4.96                    | 70%                      | 3.47                                    |
| 2. Supervisor/Head's assessment of<br>his contribution towards attainment<br>of office accomplishments | 4.83                    | 30%                      | 1.449                                   |
| TOTAL NUMERICAL RATING                                                                                 |                         |                          | 4.92                                    |

TOTAL NUMERICAL RATING: 4.92  
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:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President

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President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MA. FE L. GAYANILO**, of the Office of the Director for Administration and 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 1, 2017 to December 31, 2017.

*MA. FE L. GAYANILO*  
Rater

*LOURDES B. CANO*  
Ratee

| MFO/PAPS                                                                                  |     | Success Indicators                                                             | Task Assigned                                                                                                                    | Accomplishment                                                                                                                                                                    |                                                                                                            | Rating |                |                |                | Remarks                                                      |
|-------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------|----------------|----------------|----------------|--------------------------------------------------------------|
|                                                                                           |     |                                                                                |                                                                                                                                  | Target 2015                                                                                                                                                                       | Actual                                                                                                     | %tage  | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup>                                               |
| UMFO 6: General Administration and Support Services                                       |     |                                                                                |                                                                                                                                  |                                                                                                                                                                                   |                                                                                                            |        |                |                |                |                                                              |
| OVPAF MFO 2: Human Resource Management & Development                                      |     |                                                                                |                                                                                                                                  |                                                                                                                                                                                   |                                                                                                            |        |                |                |                |                                                              |
| ODAHRD MFO 1. Administrative & Support Services Management                                |     |                                                                                |                                                                                                                                  |                                                                                                                                                                                   |                                                                                                            |        |                |                |                |                                                              |
| PI. 1 Efficient & customer friendly frontline service                                     | A1  | Entertains clients and serve them promptly, efficiency and effectively         | Entertains faculty & staff needing assistance or services of the office                                                          | Zero percent complaint from clients served                                                                                                                                        | Zero percent complaint from clients served                                                                 | 100%   | 5              | 5              | 5              | 5                                                            |
|                                                                                           | A2  | supporting documents                                                           | follow up documents from VSU Faculty & Staff as required by PMS and submit it as requirements for the release yolanda assistance | 100% submitted all the documents needed for the release of yolanda assistance                                                                                                     | 100% submitted all the documents needed for the release of yolanda assistance                              | 100%   | 5              | 5              | 5              | 5                                                            |
| PI. 2 Number of financial and administrative documents acted within the limits set by VSU | A.3 | Establishment of new linkages and strengthening of existing linkages           | Assists in maintaining linkages with offices whose services is needed in performance of personnel related functions              | 6 linkages assisted in maintaining (CSC Western Leyte, Regional office, CPOWLI, DBM, CHED, & PMS)                                                                                 | 7 linkages assisted in maintaining (CSC Western Leyte, Regional office, CPOWLI, DBM, CHED, Pag-ibig & PMS) | 117%   | 5              | 5              | 5              | 5                                                            |
| PI. 5 Percentage of ad hoc assignments performed                                          | A4. | Performing ad hoc assignments including accreditation & marketing & promotions | Attend meetings as member of the committee and 100% perform the assign task                                                      | 5 -Instl. Accreditation Level II, Member Student Housing Committee, Facilitates distribution & assists in following up of Sponsorship letters for Marketing & Promotion Committee | 5 -Instl. Accreditation Level II, Member Student Housing Committee, Marketing & Promotion Committee,       | 100%   | 5              | 5              | 5              | 5                                                            |
| ODAHRD MFO 3: Performance Management System services                                      |     |                                                                                |                                                                                                                                  |                                                                                                                                                                                   |                                                                                                            |        |                |                |                |                                                              |
|                                                                                           | A5. | Number of faculty/subjects evaluated                                           | Facilitate in the conduct of students evaluation for faculty members                                                             | 3 faculty & 18 subjects                                                                                                                                                           | 3 faculty & 18 subjects                                                                                    | 100%   | 5              | 5              | 5              | 5                                                            |
| ODAHRD MFO 4: Learning and Development Services                                           |     |                                                                                |                                                                                                                                  |                                                                                                                                                                                   |                                                                                                            |        |                |                |                |                                                              |
|                                                                                           |     |                                                                                |                                                                                                                                  |                                                                                                                                                                                   |                                                                                                            |        |                |                |                | the university was awarded level Institutional accreditation |

| MFO/PAPS                                     | Success Indicators                                                                                                           | Task Assigned                                                                                                                                                                                         | Accomplishment                                                                   |                                                                                  | Rating |                |                |                |                | Remarks |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------|----------------|----------------|----------------|----------------|---------|
|                                              |                                                                                                                              |                                                                                                                                                                                                       | Target 2015                                                                      | Actual                                                                           | %age   | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
|                                              | A6. No. of in-house trainings/HR interventions/faculty and staff reviews conducted/facilitated                               | Prepares materials for use during trainings, follows up of participants, arranges venues, follow up of resource persons and provides secretariat services during the actual conduct of the activities | 15 in-house trainings/ HR interventions conducted 800 participants attended      | 20 in-house trainings/ HR interventions conducted 900 participants attended      | 133%   | 5              | 5              | 5              | 5              |         |
|                                              | A7. Prepares report of monthly summary & analysis of customer feedback per survey questionnaire in departments/offices/units | Gather feedback from different department                                                                                                                                                             | 350 customers feedback gathered                                                  | 407 customers gathered                                                           | 116%   | 5              | 5              | 4              | 4.67           |         |
|                                              | A8. Number of PhD & MS scholars facilitated, monitored & assisted                                                            | Facilitates, monitors and assists scholars including the processing of their contracts, stipends, salaries, renewal of their scholarships, etc.                                                       | 108 (65 PhD, 43 MS)                                                              | 159 Scholars (101 PhD & 58 MS)                                                   | 147%   | 5              | 5              | 5              | 5              |         |
|                                              | A9. Percentage of faculty development related requests endorsed to scholarship committee & awards of attendance prepared     | receives, consolidates request of faculty and prepares notice and minutes of meeting of the VSFC-A                                                                                                    | 150 requests, 20 notices, 25 referendum, 25endorsements and 9 minutes            | 200 requests, 20 notices, 37 referendum, 37 endorsements and 9 minutes           | 133%   | 5              | 5              | 5              | 5              |         |
|                                              | A10 No. of scholarship contracts executed within 3 days from receipt of approval                                             | Prepares and follow up contract of scholars for review and approval and release.                                                                                                                      | 10 contracts                                                                     | 41 Contracts (24-PhD & 17-MS)                                                    | 410%   | 5              | 5              | 5              | 5              |         |
|                                              | A. 11 Clients seeking consultation services served & satisfied                                                               | Entertains faculty & staff needing assistance or services regarding their request for scholarship grant and                                                                                           | 175 faculty & staff entertained                                                  | 267 faculty & staff entertained                                                  | 152%   | 5              | 5              | 5              | 5              |         |
| ODAHRD MFO 5: Rewards & Recognition Services |                                                                                                                              |                                                                                                                                                                                                       |                                                                                  |                                                                                  |        |                |                |                |                |         |
|                                              | A.11                                                                                                                         | Help the ODAHRD Director in gathering data for PBB 2016                                                                                                                                               | 100% data for research & extension training attended by faculty & staff gathered | 100% data for research & extension training attended by faculty & staff gathered | 100%   | 5              | 5              | 5              | 5              |         |

| MFO/PAPS                                                                     | Success Indicators                                                                                                          | Task Assigned                                                                      | Accomplishment                                                                        |                                                                                                                   | Rating                        |                |                |                |                | Remarks |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------|----------------|----------------|----------------|---------|
|                                                                              |                                                                                                                             |                                                                                    | Target 2015                                                                           | Actual                                                                                                            | %tage                         | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
|                                                                              | A12.                                                                                                                        | Prepares OPCR of ODAHRD                                                            | 1 OPCR Prepares for review and approval                                               | 1 OPCR Prepares for review and approval                                                                           | 100%                          | 5              | 5              | 4              | 4.67           |         |
| <b>ODAHRD MFO 6: Personnel Records Development &amp; Management Services</b> |                                                                                                                             |                                                                                    |                                                                                       |                                                                                                                   |                               |                |                |                |                |         |
|                                                                              | A13 Number of certifications and service records issued                                                                     | prepares certificates for VSU Scholars                                             | 9 scholarship grant cert.                                                             | 9 scholarship grant cert.                                                                                         | 100%                          | 5              | 5              | 5              | 5              |         |
| <b>ODAHRD MFO. 7: Records and Archives Management</b>                        |                                                                                                                             |                                                                                    |                                                                                       |                                                                                                                   |                               |                |                |                |                |         |
|                                                                              | A14. No. of new accreditation/ archival documents gathered and displayed at Archives Center                                 | Gathers data for display in the HR Accreditation                                   | 3 new display materials                                                               | 3 new display materials                                                                                           | 100%                          | 5              | 5              | 5              | 5              |         |
|                                                                              | A15. No. of accreditation documents gathered, updated and displayed at HR Accreditation Center                              | ODAHRD, PRPEO, RECORDS                                                             | 100% evidences under enhanced Prime HRM updated                                       | 100% evidences under enhanced Prime HRM updated                                                                   | 100%                          | 5              | 5              | 5              | 5              |         |
|                                                                              | A16. All required HR documents prepared/gathered and profile under Area 3 of AAACUP institutional accreditation II prepared | A15: Preparation and gathering of documents needed for Institutional accreditation | Prepare/gather/index and bound documents as evidences for Institutional accreditation | 100% of evidences required of the four parameters in Area 3 gathered<br>Profile for Area 3 prepared and finalized | 100%                          | 5              | 5              | 5              | 5              |         |
| Average Rating (Total Over-all rating divided by 17)                         |                                                                                                                             |                                                                                    | 4.96                                                                                  | Comments & Recommendations for Development Purpose:                                                               |                               |                |                |                |                |         |
| Additional Points:                                                           |                                                                                                                             |                                                                                    |                                                                                       |                                                                                                                   |                               |                |                |                |                |         |
| Punctuality                                                                  |                                                                                                                             |                                                                                    |                                                                                       |                                                                                                                   |                               |                |                |                |                |         |
| Approved/Additional points (with copy of approval)                           |                                                                                                                             |                                                                                    |                                                                                       |                                                                                                                   |                               |                |                |                |                |         |
| FINAL RATING                                                                 |                                                                                                                             |                                                                                    |                                                                                       |                                                                                                                   |                               |                |                |                |                |         |
| ADJECTIVAL RATING                                                            |                                                                                                                             |                                                                                    | 4.96                                                                                  |                                                                                                                   |                               |                |                |                |                |         |
| Received by:                                                                 |                                                                                                                             |                                                                                    | Recommending Approval:                                                                |                                                                                                                   | Approved by:                  |                |                |                |                |         |
| TERESITA L. QUINANOLA<br>Sup. Adm. Officer, PRPEO                            |                                                                                                                             |                                                                                    | REMBERTO A. PATINDOL<br>Vice President                                                |                                                                                                                   | EDGARDO E. TULIN<br>President |                |                |                |                |         |
| Date: _____                                                                  |                                                                                                                             |                                                                                    | Date: _____                                                                           |                                                                                                                   | Date: _____                   |                |                |                |                |         |

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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*MA. FE L. GAYANILO*  
Rater

**LOURDES B. CANO**

Ratee

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|-------------------------------------------------------------------------------------------|----|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------|----------------|----------------|----------------|----------------|
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| OVPAF MFO 2: Human Resource Management & Development                                      |    |                                                                                |                                                                                                                                  |                                                                                                                                                                                   |                                                                                                            |        |                |                |                |                |
| ODAHRD MFO 1: Administrative & Support Services Management                                |    |                                                                                |                                                                                                                                  |                                                                                                                                                                                   |                                                                                                            |        |                |                |                |                |
| PI. 1 Efficient & customer friendly frontline service                                     | A1 | Entertains clients and serve them promptly, efficiency and effectively         | Entertains faculty & staff needing assistance or services of the office                                                          | Zero percent complaint from clients served                                                                                                                                        | Zero percent complaint from clients served                                                                 | 100%   | 5              | 5              | 5              | 5              |
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| ODAHRD MFO 3: Performance Management System services                                      |    |                                                                                |                                                                                                                                  |                                                                                                                                                                                   |                                                                                                            |        |                |                |                |                |
|                                                                                           |    |                                                                                |                                                                                                                                  | 3 faculty & 18 subjects                                                                                                                                                           | 3 faculty & 18 subjects                                                                                    | 100%   | 5              | 5              | 5              | 5              |
| ODAHRD MFO 4: Learning and Development Services                                           |    |                                                                                |                                                                                                                                  |                                                                                                                                                                                   |                                                                                                            |        |                |                |                |                |
| the university was awarded level Institutional accreditation                              |    |                                                                                |                                                                                                                                  |                                                                                                                                                                                   |                                                                                                            |        |                |                |                |                |

| MFO/PAPS                                     | Success Indicators                                                                                                           | Task Assigned                                                                                                                                                                                         | Accomplishment                                                                   |                                                                                  | Rating |                |                |                |                | Remarks |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------|----------------|----------------|----------------|----------------|---------|
|                                              |                                                                                                                              |                                                                                                                                                                                                       | Target 2015                                                                      | Actual                                                                           | %tage  | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
|                                              | A6. No. of in-house trainings/HR interventions/faculty and staff reviews conducted/facilitated                               | Prepares materials for use during trainings, follows up of participants, arranges venues, follow up of resource persons and provides secretariat services during the actual conduct of the activities | 15 in-house trainings/ HR interventions conducted 800 participants attended      | 20 in-house trainings/ HR interventions conducted 900 participants attended      | 133%   | 5              | 5              | 5              | 5              |         |
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|                                              | A8. Number of PhD & MS scholars facilitated, monitored & assisted                                                            | Facilitates, monitors and assists scholars including the processing of their contracts, stipends, salaries, renewal of their scholarships, etc.                                                       | 108 (65 PhD, 43 MS)                                                              | 159 Scholars (101 PhD & 58 MS)                                                   | 147%   | 5              | 5              | 5              | 5              |         |
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| ODAHRD MFO 5: Rewards & Recognition Services |                                                                                                                              |                                                                                                                                                                                                       |                                                                                  |                                                                                  |        |                |                |                |                |         |
|                                              | A.11                                                                                                                         | Help the ODAHRD Director in gathering data for PBB 2016                                                                                                                                               | 100% data for research & extension training attended by faculty & staff gathered | 100% data for research & extension training attended by faculty & staff gathered | 100%   | 5              | 5              | 5              | 5              |         |

| MFO/PAPS                                                                     | Success Indicators                                                                                                         | Task Assigned                                                                      | Accomplishment                                                                        |                                                                                                                   | Rating |                |                |                | Remarks        |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------|----------------|----------------|----------------|----------------|
|                                                                              |                                                                                                                            |                                                                                    | Target 2015                                                                           | Actual                                                                                                            | %age   | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |
|                                                                              | A12.                                                                                                                       | Prepares OPCR of ODAHRD                                                            | 1 OPCR Prepares for review and approval                                               | 1 OPCR Prepares for review and approval                                                                           | 100%   | 5              | 5              | 4              | 4.67           |
| <b>ODAHRD MFO 6: Personnel Records Development &amp; Management Services</b> |                                                                                                                            |                                                                                    |                                                                                       |                                                                                                                   |        |                |                |                |                |
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| <b>ODAHRD MFO. 7: Records and Archives Management</b>                        |                                                                                                                            |                                                                                    |                                                                                       |                                                                                                                   |        |                |                |                |                |
|                                                                              | A14. No. of new accreditation/ archival documents gathered and displayed at Archives Center                                | Gathers data for display in the HR Accreditation                                   | 3 new display materials                                                               | 3 new display materials                                                                                           | 100%   | 5              | 5              | 5              | 5              |
|                                                                              | A15. No. of accreditation documents gathered, updated and displayed at HR Accreditation Center                             | ODAHRD, PRPEO, RECORDS                                                             | 100% evidences under enhanced Prime HRM updated                                       | 100% evidences under enhanced Prime HRM updated                                                                   | 100%   | 5              | 5              | 5              | 5              |
|                                                                              | A16. All required HR documents prepared/gathered and profile under Area 3 of AACUP institutional accreditation II prepared | A15: Preparation and gathering of documents needed for Institutional accreditation | Prepare/gather/index and bound documents as evidences for Institutional accreditation | 100% of evidences required of the four parameters in Area 3 gathered<br>Profile for Area 3 prepared and finalized | 100%   | 5              | 5              | 5              | 5              |
| Average Rating (Total Over-all rating divided by 17)                         |                                                                                                                            |                                                                                    | 4.96                                                                                  | Comments & Recommendations for Development Purpose:                                                               |        |                |                |                |                |
| Additional Points:                                                           |                                                                                                                            |                                                                                    |                                                                                       |                                                                                                                   |        |                |                |                |                |
| Punctuality                                                                  |                                                                                                                            |                                                                                    |                                                                                       |                                                                                                                   |        |                |                |                |                |
| Approved Additional points (with copy of approval)                           |                                                                                                                            |                                                                                    | XX                                                                                    |                                                                                                                   |        |                |                |                |                |
| FINAL RATING                                                                 |                                                                                                                            |                                                                                    | XX                                                                                    |                                                                                                                   |        |                |                |                |                |
| ADJECTIVAL RATING                                                            |                                                                                                                            |                                                                                    |                                                                                       |                                                                                                                   |        |                |                |                |                |
| Received by:                                                                 |                                                                                                                            |                                                                                    | 4.96                                                                                  |                                                                                                                   |        |                |                |                |                |
| TERESITA L. QUINANOLA<br>Sup. Adm. Officer, PRPEO                            |                                                                                                                            |                                                                                    | Recommending Approval:                                                                | Approved by:                                                                                                      |        |                |                |                |                |
| Date: _____                                                                  |                                                                                                                            |                                                                                    | REMBERTO A. PATINDOL<br>Vice President                                                | EDGARDO E. TULIN<br>President                                                                                     |        |                |                |                |                |
| Date: _____                                                                  |                                                                                                                            |                                                                                    | Date: _____                                                                           | Date: _____                                                                                                       |        |                |                |                |                |

EDGARDO E. TULIN  
President

Approved by:

Recommending Approval:

REMBERTO A. PATINDOL  
Vice President

REMBERTO A. PATINDOL  
PMT

TERESITA L. QUINANOLA  
Sup. Adm. Officer, PRPEO

# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017

Name of Staff: MA. FE L. GAYANILO Position: Admin. Aide III

**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>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                                                                                                                                                                                                                  | 4.83  |   |   |   |   |
| Average Score                                                                                                                                                                                                                |       |   |   |   |   |

Overall  
recommendation

  
**LOURDES B. CANO**  
Name of Head

# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2017

Name of Staff: MA. FE L. GAYANILO Position: Admin. Aide III

**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>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                                                                                                                                                                                                                  | 4.83  |   |   |   |   |
| Average Score                                                                                                                                                                                                                |       |   |   |   |   |

Overall recommendation : \_\_\_\_\_

  
**LOURDES B. CANO**  
Name of Head