

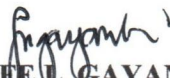
COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION  
January-June 2019

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	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.97

TOTAL NUMERICAL RATING: 4.97  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.97  
  
ADJECTIVAL RATING: 0

Prepared by:

  
MA. FE L. GAYANILO  
Name of Staff

Reviewed by:

  
LOURDES B. CANO  
Department/Office Head

Approved:

  
REMBERTO A. PATINDOL  
Vice President


"Annex B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. FE L. GAYANILO, of the Office of the Director for Administration & Human Resource Development commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2019 to June 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									
OVPAF 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, Pag ibig & DBM)	7 linkages assisted in maintaining (CSC Western Leyte, Regional office, CPOWLI, DBM, CHED & GSIS)	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	50% draft documents ready for ISO accreditation	50% draft documents ready for ISO accreditation	5	4	5	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	5 in house trainings facilitated	5 in-house trainings 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 of the 107 PhD & 55 MS	100% of faculty and staff scholars within the country monitored and assisted	100% of faculty and staff scholars within the country monitored and assisted	5	5	5	5	

	<b>P1. 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 180 request for VSFC-AS Meeting 25 Referendum 25 Indorsement	Reviews & receives 349 request received for VSFC-AS Meeting 49 Referendum 49 Indorsement	5	5	5	5	
		<b>A. 8</b> Facilitates collection of financial obligations from renegeing scholars by submitting the names to legal office for collection and requesting computation from Accounting Office of their total contractual obligations	6 Scholars summoned and required to refund	6 Scholars summoned and required to refund	5	5	5	5	
		<b>A.9</b> Prepares endorsements, scan and email documents & send thru LBC for IAS review & BOR approval	5 request facilitated for IAS review & BOR approval	14 request facilitated & approved by IAS & BOR	5	5	5	5	
	<b>A6:</b> Number of faculty request facilitated for IAS and BOR Action	<b>A.10</b> Prepares endorsements, scan and email documents & send thru LBC for IAS review & BOR approval	5 request facilitated for IAS review & BOR approval	14 request facilitated & approved by IAS & BOR	5	5	5	5	
	<b>A8:</b> Number of Contract prepares, process and distributes to the requesting party	<b>A.11</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 PPPEO, Records Office, Departments and faculty concerned	100% contracts of faculty with approved scholarship or fellowship	100% contracts of faculty with approved scholarship or fellowship	5	5	5	5	
	<b>A9</b> Act as recording secretary of the VSFC-AS during the absence of VSFC-AS Secretary	<b>A.12</b> Attends meeting of the VSFC-AS		12 minutes, 353 excerpts, 21 referendum & 21 endorsements	5	5	5	5	
	<b>A10:</b> Number of in-house trainings conducted based on approved training design and executed, monitored and evaluated	<b>A.13</b> 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	6 in-house trainings facilitated	34 in-house training HR interventions conducted and 2238 participants attended	5	5	5	5	
	<b>A11:</b> Effective and efficient implementation of on boarding program for new employees	<b>A.14</b> Prepares training materials/kits and Help in the facilitation during the conduct of strategic planning and target setting workshop	2 formal orientation for faculty & 100% of new administrative staff oriented	2 formal orientation for faculty & 100% of new administrative staff oriented	5	5	5	5	

		<b>A.15</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	6 Scholars	6 scholars	5	5	5	5	
<b>ODAHRD MFO 11: PRIME-HRM Aligned Rewards &amp; Recognition Services</b>	<b>PL 35</b> Percentage of HAP nominations reviewed, packaged & submitted to CSC	<b>A.16</b> Follow up, facilitates and helps package the documents and submits to CSC within the deadline and facilitates and assists in securing documents, and help the nominees in packaging their nomination documents & submits to CSC	4 HAP nominations submitted to CSC	100% of the nominees with documents submitted within deadline	5	5	5	5	1 group Nominee awarded at National level and 1 individual nominee awarded at Regional level
		<b>A.17</b> Prepares the draft of ODAHRD OPCR target for reviews and approval	Approved ODAHRD OPCR target for the whole year	Approved ODAHRD OPCR target for the whole year	5	5	5	5	
<b>ODAHRD MFO 12: Innovations &amp; new Best Practices Development Services</b>	<b>PL 41</b> Number of outside agencies which benchmarked HR practices/systems or provided with expert services as Resource Person	<b>A.18</b> Assists the ODAHRD during the orientation of the outside agencies which benchmarked HR practices systems	2 agencies facilitated	5 agencies facilitated	5	5	5	5	
Other functions:	<b>A.18:</b> Actd as Adviser of the Graduate Dormitory	<b>A.19</b> Act as a second parent of the dorm occupants	31 graduate occupants	31 graduate occupants	5	5	5	5	
<b>Total Over-all Rating</b>								<b>94.667</b>	
	<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.98</b>	<div>Comments &amp; Recommendations for Development Purpose:</div> <div></div>					
	<b>Additional Points:</b>								
	<b>Approved Additional points (with copy of approval)</b>	<b>XX</b>							
	<b>FINAL RATING</b>		<b>4.98</b>						
	<b>ADJECTIVAL RATING</b>								

Received by:

**DALISAY F. ANDRES**  
Planning Office

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

Recommending Approval

**LOURDES B. CANO**  
Director, ODAHRD

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

Calibrated by:

**REMBERTO A. PATINDOL**  
PMT & Vice President

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

Approved by:

**REMBERTO A. PATINDOL**  
VP for Administration & Finance

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

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2019

Name of Staff: MA. FE L. GAYANILO Position: Admin. 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 ( <i>both for subordinates and supervisors</i> )		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					
Average Score					

Overall  
recommendation

: Attend training on needs management

  
**LOURDES B. CANO**  
Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

x	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: ODAHRD (1)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
		Staff Meeting Feb 13, 2019 Jennifer E. Ando, Lourdes C. Managbanag, Ma. Fe L. Gayanilo & Jenefer B. Jayme			RSP preparation for level 3
Coaching		May 24, 2019 coaching staff meeting Jennifer E. Ando, Lourdes C. Managbanag, Ma. Fe L. Gayanilo & Jenefer B. Jayme			RSP & L & D review mechanism for compliance

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

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Next Step: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


Outcome: \_\_\_\_\_

Final Step/Recommendation:  
\_\_\_\_\_

Conforme:

  
MA. FE L. GAYANILO  
Ratee

Prepared by:

  
**LOURDES B. CANO**  
Unit Head