

GA/2048  
2/28

Annex P



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

Name of Administrative Staff:

Letty Jean C. Lor

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.6	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.65</b>

TOTAL NUMERICAL RATING: 4.65

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.65

FINAL NUMERICAL RATING 4.65

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Letty Jean C. Lor  
Name of Staff

Reviewed by:

Maria Aurora T.W. Tabada  
Department/Office Head

Recommending Approval/Approved:

Edgardo E. Tulin  
EDGARDO E. TULIN  
President

Visayas State University  
OFFICE OF THE PRESIDENT (ANTI-SEXUAL HARASSMENT UNIT/GENDER AND DEVELOPMENT PROGRAM)  
Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, LETTY JEAN C. LOR, Administrative Aide III (Casual), commits to deliver and agree to be rated on the attainment of the following targets/accomplishments in accordance with the indicated measures for the period July to December, 2018.

**LETTY JEAN C. LOR**

Ratee



**MARIA AURORA TERESITA W. TABADA**


Head of Unit

MFO/PAPS	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Q 1	E 2	T 3	A 4	
OP MFO 1. Administrative and Facilitative Services									
	Zero Complaint administrative services from clients	Types vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents.	50	85	4.8	4.8	4.8	4.8	
		Preparation of letters & correspondence, recording of incoming and outgoing communications and facilitate approval of such.	50	65	4.8	4.8	4.8	4.8	
		Zero percent complaint from clients served	90%	100%	5.0	5.0	5.0	5.0	
					4.9	4.9	4.9	4.9	
OP MFO 6. Gender and Development Services									
	Effective GAD Focal Point System and CMO – Compliant Gender Resource Center	Draft policy for BOR approval	1	2	4.0	4.0	4.0	4.0	Draft/facilitated the ff : 1) Workload units for GFPS and 2) Ammendments VSU IRR on Anti-Sexual Harassment
		Draft 2018 Accomplishment report for submission	1	3	4.8	4.8	5.0	4.8	1) 2018 Annual GAD Accomplishment Report; 2) 2018 Annual ASHO Accomplishment Report; 3)

		Facilitate GAD/related trainings/functions for VSU faculty, staff, students and clients	10	28	5.0	4.9	4.9	<p>1) Gender Sensitivity Training of Trainers for the Academe held on July 9-10 at Rumah Highlands Hotel, Cebu City 2) Training on How to Handle Sexual Harassment Cases in Campus held on December 13-14 at ISRDS, VSU 3-6) Four Gender Sensitivity and Anti-Sexual Harassment Orientations during New Students' Orientation held on Aug. 4, 2018. 7) GST for DOST Scholars on July 29; 8) GAD Orientation for VSU Tolosa on Aug 8, 9) GST for CE on Aug 16; 10) GST for CME on Nov 23, 11) GST for Frontline Service Providers on September 11.; 12) CAS &amp; CME on Sept. 4; 12) VSU Tolosa New Faculty &amp; staff on Dec 10; 13) VSU Alangalang Faculty and Staff on Dec 6; 14) Anti-SH training organized by CHED on July 13 at Oriental Hotel; 15) Anti-SH Training on Oct 8 in LNU, Tacloban City; 16) Training on Financial literacy for rural women entrepreneurs (Prof. Capuno's Research Project); 17) Peer Educators Training on Nov 14 at ISRDS; 18-20) HIV Awareness Campaigns on Nov 27, 28 and Dec 3, 2018 at BNHS, VSULHS and Ecopark, respectively; 21) GAD meeting for NEDA 6 on Nov 14; 22-23) GST for FIDA on Nov 5 and Nov 6; 24) GFPS;</p>
		Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	1000	1000	4	4	4	<p>Anti-SH Brochure, Anti-VAWC, Anti-Rape, CMO 1, s. 2015, Women's Month &amp; End VAW tarpaulins and info materials downloaded from PCW</p>
	Functional and Responsive ASHU	Receive complainants/inquiries, assist in filing procedures and draft affidavits and minutes of meetings	1	1	4.8	4.5	4.5	<p>4.6</p> <p>Preliminary Investigation for SH Case 2018-02 is done however Formal Investigation is ongoing. Resolution is expected to be released within</p>

					4.5	4.4	4.5	4.4	
Others	AACCUP Accreditation of MS Development Sociology Program		1	1	4.5	4.5	4.5	4.5	Area I (VMGO)
Total Overall Rating					13.9	13.8	13.8	13.7	
					4.6	4.6	4.6	4.6	
Average Rating (Total Over-all rating divided by 4)			Comments & Recommendations for Development Purpose: Ms. Lor has mastered the preparation of the GAD Plan and Budget and Accomplishment Reports. She also has facilitation skills which should be further developed in line with the Establishment of the VSU Gender Resource Center.						
Additional Points									
Approved Additional points (with copy of									
FINAL RATING		4.6							
ADJECTIVAL RATIO		OUTSTANDING							

Evaluated and Rated by:

  
MARIA AURORA T.W. TABADA  
Univ. GAD/ASHU Coordinator

Approved by:

  
EDGARDO E. TULIN  
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018

Name of Staff: LETTY JEAN C. LOR      Position: ADMINISTRATIVE 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		57 or 4.75				
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					57
Average Score					4.75

Overall recommendation : Outstanding

  
**MARIA AURORA T.W. TABADA**  
 Name of Head