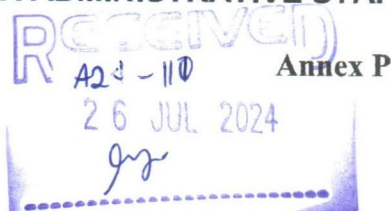




COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF



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	4.50	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.58

TOTAL NUMERICAL RATING: 4.58

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.58

FINAL NUMERICAL RATING 4.58

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:

LETTY JEAN C. LOR
Name of Staff

MARIA AURORA TERESITA W. TABADA
Department/Office Head

Approved:

DANIEL LESLIE S. TAN
OIC President

Visayas State University
OFFICE OF THE PRESIDENT (GENDER RESOURCE CENTER)
 Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **LETTY JEAN C. LOR**, Administrative Aide IV, 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 **January-December 2023**.

LETTY JEAN C. LOR

Adm. Aide IV *1/18/24*

MARIA AURORA TERESITA W. TABADA

Head *1/18/24*

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	Q2	T3	A4	
UMFO 6. General Administration and Support Services (GASS)									
UMFO 6. General Administration and Support Services (GASS)	Client-centered governance	Preparation of vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents and recording and facilitate approval of such	150	292	5	5	5	5.00	192 Items processed based on HRIS Document Tracking System
		Zero percent complaint from clients served	90%	100%	5	5	5	5.00	Zero percent complaint from clients served based on report from ODQA
	Functional GRC	Facilitated trainings/meetings/functions conducted for VSU faculty, staff, students and clients as stated in GAD Plan and Budget & OPCR 2023	80%	90.12%	5	5	4	4.67	Based on OPCR & GPB 2023 implementation (73 out of 81 targets accomplished).
		Act as Recording Secretary for the GFPS-TWG	100%	100%	4	4	4	4.00	Facilitated meeting/s held on Jan. 20, 2023 and on June 2023 with component colleges in prep. for CHED GAD Audit

		Preparation of major reports to be submitted to CHED/PCW (GPB and GAR)	2	3	5	4	4	4.33	Drafts prepared: GAR 2022; CHED GAD Audit; GPB 2024
	Functional and Responsive ASHU	Receive complainants/inquiries, assist in filing procedures and draft affidavits and minutes of meetings	100%	100%	4	4	4	4.00	Assist ASHU Coordinator in facilitating SH complaints
		Act as Recording Secretary/Admin Asst. for the Anti-Sexual Harassment Committee	100%	100%	4	4	4	4.00	
OP GASS 1; Submission of Agency Procurement Plan	PI 1. Number of PPMP submitted on or before prescribed deadline	Prepare drafts/submit PPMP on or before prescribe deadline	1	1	5	5	5	5.00	Submitted to SPPMIS
OTHERS		Act as dDRC for the Gender Resource Center	100%	100%	4	5	5	4.67	No major NCs, only OFIs
		Secretary to University Investigation Committee/s	0	1	5	4	4	4.33	Ongoing SH Case
		Shortlisted by Regional GAD Council to the Regional GAD Pool of Experts	0	1	4	4	4	4.00	Attended levelling session. Next step is the return demo and the certification.
		Membership/Designations to various University Committees	0	6	5	5	5	5.00	Grievance Committee; OP Pool of Secretaries; GAD Agenda Planning Team; Expanded ASH Com; GFPS; ASH Rev. Committee
Total Over-all Rating								54.00	
Average Rating (Total Over-all rating divided by 4)		4.50			Comments & Recommendations for Development Purpose: Ms. Lor has mastered the GAD Planning and Budgeting Process and requirements. Her knowledge of GAD and her skills in GAD Planning and Budgeting and online submission, and training facilitation has helped the Gender Resource Center respond effectively and efficiently in its multiple tasks. She is an asset to VSU and she deserves to be promoted. However, our current system does not allow				
Addittional Points									
Approved Additional points									
FINAL RATING		4.50							

ADJECTIVAL RATING

OUTSTANDING

for promotion within the office. If she is transferred to another office for promotion, she will be an asset to that office. However, it will also mean that VSU's gender and development journey will suffer a major setback.

Evaluated and Rated by:


MARIA AURORA T.W. TABADA

Immediate Supervisor

Date: 1/18/24

Approved by:


DANIEL LESLIE S. TAN

OIC President

Date: 1/18/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July-December 2023**

Name of Staff: **LETTY JEAN C. LOR**

Position: **ADMINISTRATIVE AIDE IV**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>4</u>	3	2	1

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12. Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score	<u>57</u>				
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	<u>57</u>				
Average Score	<u>4.75</u>				
Overall recommendation : OUTSTANDING					


MARIA AURORA TERESITA W. TABADA
 Printed Name and Signature
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: GENDER RESOURCE CENTER

Head of Office: MARIA AURORA TERESITA W. TABADA

Number of Personnel: 1 REGULAR; 2 JOB ORDERS

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		Minutes of Meeting 12 Jan 2023 23 Jan 2023 3 Feb 2024			Monthly meeting (Regular and Special)
Office Attendance				Logbook, DTR/Biometrics	Monthly
Attendance to University Events		9 Jan 2023 1 Mar 2023 6 Mar 2023 26-27 Apr 2023 19-22 Sept 2023 21 Dec 2023	University Memos / Invitations	Attendance Certificate	Jan-Dec 2023
Compliance to University Memos		9 Feb 2023 24 Feb 2023 27-28 Feb 2023 13 Mar 2023 8 May 2023 3 July 2023 26 Sept 2023 23 Oct 2023	University Memos / Invitations	Compliance Report	
Leave				Leave Form	
Coaching					
Staffs' Attendance to trainings	25-27 Oct 2023		PCW Invitation	Attendance Certificate	Leveling Session for PCW GAD RPGRP Applicants

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

Conducted by:



MARIA AURORA TERESITA W. TABADA
Immediate Supervisor

Noted by:



DANIEL LESLIE S. TAN
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LETTY JEAN C. LOR**
Performance Rating: **January-December 2023**

Aim: Become a certified GAD Trainor

Proposed Interventions to Improve Performance: Attendance in PCW certification program training; and finish the MS Development Sociology degree.

Date: January 2023 Target Date: June 2023

First Step:

Thesis proposal defense, data gathering
Apply for membership in the Regional Gender Resource Pool.

Result: Approved thesis proposal and conduct of study

Date: July 2023 Target Date: December 2023

Next Step:


Continue data gathering and/or thesis manuscript writing
Attend PCW certification program

Outcome: Approved thesis manuscript

Final Step/Recommendation:

MS Development Sociology graduate
PCW-certified GAD trainer

Prepared by:


MARIA AURORA T.W. TABADA
Unit Head

Conforme:


LETTY JEAN C. LOR
Name of Ratee Staff