



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: GORRE, ELVIRA B.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.97	30%	1.49
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING : 4.94
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.94
ADJECTIVAL RATING : OUTSTANDING

Prepared by:


ELVIRA B. GORRE
Administrative Assistant II
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELVIRA B. GORRE, *Administrative Assistant II* of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) 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 to DECEMBER, 2021.


ELVIRA B. GORRE

RATEE

Approved:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM


DENNIS P. PEQUE

DEAN, CFES

MFO & PAPs	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks	
						Q ¹	E ²	T ³	A ⁴		
UMFO 5: SUPPORT TO OPERATION SERVICES											
OVPI MFO 2. Faculty Recruitment/Hiring Services											
	PI 2. Number of faculty recruited/hired based on needed competencies and aligned with ISO standards*	Number of faculty recruited/hired based on needed competencies and aligned with ISO standards	Prepares letter request to hire; posts online and monitors the posting; sends interview invitations to applicants; prepares interview instruments and applicants' credentials; consolidates and tabulates interview ratings; ranks applicants; facilitates the conduct of BIs; prepares recommendation letter to hire and all supporting documents	2	4	5	5	5	5	Four part-time instructors for the 1 st Sem., SY 2020-2021 were hired	
OVPI MFO 4. Program and Institutional Accreditation Services											
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the	Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that the QMS core processes of the university are complied in performing administrative tasks	zero non-conformity	100% compliant	5	5	5	5	Made sure all documents prepared complied the requirements of the core processes of the university under ISO	

MFO & PAPs	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	QMS of the core processes of the College/department under ISO 9001:2015									
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	PI 1. Submission of Institute PPMP for the following year within deadline as prescribed by BAC	On time submission of PPMP	Reviews/corrects entries in the PPMP and determines prioritization of schedules of acquisitions	On time submission	Submitted on time	5	5	5	5	
	PI 2. Zero per cent complaint from clients served	Zero per cent complaint from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	PI 5. Number of monthly/special faculty & staff meetings attended	Number of monthly/ special faculty & staff meetings attended	Actively participates/attends to the Institute's monthly and emergency meetings	3	6	5	5	5	5	
	PI 6. Additional Outputs:	Attendance to various virtual and face-to-face meetings	Attends virtual meetings and webinars	2	10	5	5	5	5	Recruitment, Selection, and Placement (RSP) Management Systems Refresher Training (Jul 28); VSU Forestal Advocates Virtual Meeting (Aug 3); Mental Health and Work Life Balance (Sept 21); Virtual Re-orientation Webinar on Employees' Duties and Responsibilities and Good Customer Service (Sept 23); CSC Culmination Program (Sept 29); Mental Health Care for All: Care for Yourself and Care for Others (Oct 11); Adobe Max Virtual Conference (Oct 27); Orientation on Pag-IBIG Funds Rental Housing Program (Nov 9); Adobe 3D Virtual Photography: Faster than Traditional Photography (Nov 10); ISO Internal Audit Closing Program (Nov 22)

MFO & PAPs	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		Number of actions/ activities conducted/ participated as committee member in support to the attainment of the university's mission	Performs tasks assigned as TWG Member for Printing Services of the Bids and Awards Committee (BAC)							
			<i>Promptly reviews and acts requests for printing services</i>	-	6	5	5	5	5	
			<i>Attends/participates pre-biddings for printing services and others</i>	-	7	5	5	5	5	As TWG (6); Unit's rep. for I.T. and other supplies (1)
		Number of materials conceptualized/ designed/laid out	Designs/lays out training and other activity materials and IECs in support to/or arising from the activities conducted/supported by the Institute for the attainment of the University's mission	-	3	5	5	5	5	Certificate of appreciation for Biodiversity Webinar, July 10 (1); Organizational Structure of the Waste Management and Pollution Control Committee (WMPC) (1); Waste Management Profile of VSU (1)
			Designs/lays out posters/IECs in support to other extension activities by the Institute	-	5	5	5	5	5	Rainfo project area marker (1); Marine sanctuary signage (1); Labels (3)
			Conceptualizes/designs/lays out Citizen's charter, personnel directory/org structures, posters on courses offered and other information signages/labels and brochures of activities by the institute	1	18	5	5	5	5	Conceptualizes (5) designs for the ITEEM unit branding; Revised the ITEEM letterhead (1); Edited and printed VSU personnel nametags/IDs for ITEEM (10) newly hired JO laborers and part-time instructors (including enhancements of pictures); Updating of Citizen's Charter (1) and Organizational Structure (1) of the Institute is continued
		Number of documents prepared and acted on time and monitored	Prepares appointments for project/study/component leaders	-	44	5	5	4	4.67	EcoSAP (29); CRM (2); CHED-DARE-TO Proj.1 (9); CHED-DARE-TO Proj.2 (4)
			Prepares appointments for affiliate faculty to assist the ITEEM core faculty in handling MSTREC and BSES courses	-	12	5	5	4	4.67	Asio VB, Belonias BS, Ceniza MJCC, Cesar SA, Dumalan RJ, Fernandez GC, Gorne ND, Lina SB, Maranguit DJ, Ongy HV, Ponce BA, Serifo EKL
			Prepares Faculty Workloads: Projected, Actual and Individual	8	14	5	5	5	5	Projected (3); Actual (1); Individual (10)

MFO & PAPs	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
			Drafts letters/notices/ memoranda etc.	5	18	5	5	5	5	
			Monitors & acts official e-mails and messages in other platforms (IP/Messenger/SMS)	100+	200+	5	5	5	5	
			Prepares and consolidates OPCR and IPCR targets and accomplishments and its attachments (Exhibits)	12	40	5	5	5	5	Including all attachments (Exhibits) to IPCR
			Reviews/checks and countersigns documents for the director's signature	75	200+	5	5	5	5	
		Number of documents filed & retrieved within 1-5 minutes	Checks physical file folders	20	46	5	5	5	5	
			Electronically files documents	150	200+	5	5	5	5	
			Backs-up CDs/external HDs of e-files	1000	3k+	5	5	5	5	
		Number of other assigned tasks performed in support to the administrative functions of the Institute	Manages the Institute's main library/archive	1	100% (1/1)	5	5	5	5	
	TOTAL OVERALL RATING					5	5	4.91	4.97	

Average Rating (Total Over-all rating divided by 4)	19.88	4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Consistently showed excellent work performance.

Evaluated & rated by:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM


 DATE

Recommending Approval:


DENNIS P. PEQUE

DEAN, CFES


 DATE

Approved:


BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC

AFFAIRS


 DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: ELVIRA B. GORRE

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	<ul style="list-style-type: none"> Oversee the in validation and registration of MSTREC and BSEM students' e-enrollment. 	Validated students' enrollment	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
2.	<ul style="list-style-type: none"> Designs cover, reviews, and finalizes the layout of instructional materials of the Institute; Designs/lays-out and prints invitation brochures/flyers/ programs, nametags, certificates, attendance sheets; and Designs/lays-out streamers/backdrops, posters/billboards/signages/ markers/labels; and training reports and/or cover 	Drafted and laid-out IMs and other materials	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
3.	<ul style="list-style-type: none"> Prepares all the necessary documents for hiring of faculty and administrative staff such as letter request to hire and posts online when approved and monitors the posting; Sends interview invitations to applicants; Prepares interview instruments and applicants' credentials for the interview panel; Consolidates interview ratings, tabulates results, and ranks applicants; Facilitates the conduct of BIs and Prepares a recommendation letter and supporting documents to hire 	Well-informed applicants and interview panels and well-organized hiring faculty and administrative staff	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
4.	<ul style="list-style-type: none"> Oversees management of the Institute's main library/archive 	Organized library/archive	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
5.	<ul style="list-style-type: none"> Monitors/co-supervises admin staff, GTA; Checks/prepares documents for the Annual Budget required by OVPAF and OVPI; Reviews/checks and countersigns documents for the Director's signature; Monitors & acted official e-mails; Serves as TWG member of Printing Services for VSU Bids and Awards Committee; 	Exceptionally supported and sustained the administrative, instruction, and research & extension project-based activities	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
	<ul style="list-style-type: none"> Signs Internal Clearance; Prepares appointments for project/study/component leaders; Prepares Faculty Workloads: Projected, Actual and Individual; Prepares letters/notices/memoranda; Prepares overtime requests for staff; Prepares overtime reports; Prepares/consolidates OPCR and IPCR targets and accomplishments, and its attachments; Checks document file folders; Electronically files documents; Backs-up CDs/external HDs of e-files/data; Consolidates annual report of the Institute; Designs/conceptualizes/lays-out billboards, streamers, backdrops, posters, signages, markers; brochures/programs/shirts; Conceptualized/designs/lays-out Citizen's charter, personnel directory/org structures, posters on courses offered, and other info signages/labels for the Institute; Serves as an administrative assistant, desktop publisher, training facilitator, and as a general public servant. 							
6.	<ul style="list-style-type: none"> Attends meetings by ITEEM and CFES 	Attendance to the meetings	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	

*Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

E.LIZA D. ESPINOSA
Immediate Supervisor

"EXHIBIT G"

Performance Monitoring and Coaching Journal

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


NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF FACULTY	ELVIRA B. GORRE

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 7 & Aug. 2, 2021		Notice of meeting	Submission of IPCR 2021 (Jan- June) accomplishment for OPCR 2021 (Jan-June 2021) consolidation of accomplishments
		Nov. 24, 2021		Notice of meeting	Set deadlines for some outputs to be submitted: a. OPCR/IPCR Accomplishments (July to December 2021) – Dec. 9-10, 2021 b. OPCR/IPCR Targets (January to December 2022) – Dec. 20- 21, 2021 c. Updated PDS, CV, PDF – Jan. 10, 2022
		Dec. 9, 2021		Notice of meeting	Follow up submission of IPCR output (July to December 2021) for OPCR consolidation of accomplishment & submission to CFES Dean for evaluation
	As needed				Ensures that all the QMS core processes of the university and preparations and timely submission of required documents (OPCR, IPCR, FWL, Faculty appointments, PPMP, faculty and admin. staff hiring, etc.) as prescribed in the accreditation tools are complied with. Follow up attendance to important webinar meetings in support to ITEEM operations


COACHING		Nov. 24, 2021		Notice of meeting	Cascading of the 3rd IQA Reports (Non-conformity Reports, General Observations & List of Opportunities for Improvement: a. Ensures to file updated PDF/PDS; and b. Show proof of attendance to every ISO Awareness attended
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NOTE: *Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:


ELIZA D. ESPINOSA
Immediate Supervisor
 Director, ITEEM

Noted by:


DENNIS P. PEQUE
Next Higher Supervisor
 Dean, College of Forestry & Environmental
 Science (CFES)



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2021

Name of Staff: GORRE, ELVIRA B.

Position: ADMIN. ASSISTANT II

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		59				

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		4.92				

Overall recommendation: *Looking forward for a perfect work performance for the betterment of the Institute.*

ELIZA D. ESPINOSA

Printed Name and Signature
Head of Office

Employee Development Plan

NAME OF EMPLOYEE	ELVIRA B. GORRE
PERFORMANCE RATING	
AIM	To be updated in the new techniques and software on desktop publishing, graphic and webpage designing.

Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: Feb 2021

Target Date: Feb 2021

First Step:

One-on-one discussion on upgrading her capabilities in desktop publishing and webpage designing.

Result:

The agreement was to recommend Ms. Gorre for an online training on new techniques on layout and web design with the corresponding procurement of updated software and equipment for the job.

Date: July 2021

Target Date: April 2022

Next Step:

Request to send Ms. Gorre to a training on new techniques on layout and web design, and procure updated software and equipment for desktop publishing job.

Outcome:

Web designing and new desktop publishing techniques acquired/enhanced.

Final Step/

Recommendation:

Scholarship grant and approval from the scholarship committee to attend online training on new techniques on layout and web design.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


ELVIRA B. GORRE
Ratee