



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
	TOTAL NUMERICAL RATING		4.67

TOTAL NUMERICAL RATING: 4.67

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.67

FINAL NUMERICAL RATING 4.67

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:


LETTY JEAN C. LOR

Name of Staff


MARIA AURORA TERESITA W. TABADA

Department/Office Head

Approved:


EDGARDO E. TULIN

President o/c
10/14/20

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-June 2022**.



LETTY JEAN C. LOR
Adm. Aide IV


MARIA AURORA TERESITA W. TABADA
Head o


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					A1	E2	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	111	4	4	4	4.00	Based on Office Logbook (Jan) & HRIS Doc. Tracking System (Feb-June)
		Zero percent complaint from clients served	90%	100%	5	5	5	5.00	No complaint received.
	Functional GRC	Facilitated trainings/meetings/functions conducted for VSU faculty, staff, students and clients as stated in GAD Plan and Budget 2022	67	42	4	4	4	4.00	Refer to GPB 2022 and OPCR 2022
		Act as Recording Secretary for the GFPS-TWG	100%	100%	3	3	3	3.00	GFPS Meetings: Jan & Feb 2022
		Preparation of major reports to be submitted to CHED/PCW (GPB and GAR)	2	1	5	5	5	5.00	Submission of GAR 2021
		Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	500	220	3	3	3	3.00	GAD Agenda Guidelines- 50; GRC Brochure 150; G.F.Language - 10; Others 10
	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	Assisted ASHU Coordinator/ send notices upon request (SH Complaint 2022-01) since LJCLor

		Act as Recording Secretary/Admin Asst. for the Anti-Sexual Harassment Committee	100%	100%	4	4	4	4.00	is not a member of the core ASH Com.
					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	GRC Activities: GAD Agenda Prep. Workshop #4
					5	5	5	5.00	
OTHERS		Act as dDRC for the Gender Resource Center	100%	100%	5	5	5	5.00	OP Memo No. 708 s. 2022
		Secretary to University Investigation Committee/s	0	1	5	5	5	5.00	IC 044 - Committee Report submitted to Disciplining Authority for Decision.
		Requested to serve as facilitator/emcee/organizer in various university events	0	4	5	5	5	5.00	NWM Celeb 2022; GAD TOT for DepEd Borongan; GA Training for CCC; GAD Agenda Workshops
		Membership/Designation to various University Committees	0	4	5	5	5	5.00	1) Secretary for the Revision of Univ. ASH Policy, 2) Admn Staff Rep of Expanded ASH Committee, 3) Official Encoder to VSU GMMS, 4) GAD Agenda Planning Team
Total Over-all Rating					5	5	5	5.00	
Average Rating (Total Over-all rating)								4.67	
Addittional Points		Comments & Recommendations for Development Purpose: Should complete her MS Development Sociology degree to add depth and perspective to her work considering that the GAD Program is now the Gender Resource Center. Ms. Lor has the potential to be a GAD trainer, hence it is suggested that she apply to be a member of the Regional GAD Training Pool.							
Approved Additional points (with cop									
FINAL RATING					4.67				
ADJECTIVAL RATING					OUTSTANDING				

Evaluated and Rated by:


MARIA AURORA T.W. TABADA
 Immediate Supervisor

Approved by:


EDGARDO E. TULIN
 President *oic* 10/14/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

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.	5	<u>4</u>	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.	5	<u>4</u>	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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12. Willing to be trained and developed	<u>5</u>	4	3	2	1
Score	Total <u>56</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>56</u>				
Average Score	<u>4.67</u>				

Overall recommendation : **OUTSTANDING**



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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LETTY JEAN C. LOR**
Performance Rating: **January-December 2022**

Aim: Become GAD Trainor

Proposed Interventions to Improve Performance:
Participation in GAD Trainors' Training
Complete MS Development Sociology degree

Date: January 2022 Target Date: January 2022

First Step:

Check requirements and processes for participation in GAD Trainings

Result: Enhanced knowledge and skills on GAD concepts and tools with certification by PCW

Date: July 2021 Target Date: December 2021

Next Step:

Thesis proposal defense and data gathering.


Participation in PCW-organized trainings

Outcome: First draft thesis manuscript

Final Step/Recommendation:

Application for membership in the Regional Gender Resource Pool.

Prepared by:


MARIA AURORA T.W. TABADA
Unit Head

Conforme:


LETTY JEAN C. LOR
Name of Ratee Faculty/Staff