



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%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING : 4.93
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.93
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

January-June 2023

“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 JANUARY to JUNE, 2023.


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. Recruitment/hiring of faculty based on needed competencies and aligned with ISO standards*	Number of faculty recruited/hired based on needed competencies and aligned with ISO standards	Prepares all the required documents (from letter of request - up to the recommendation to hire)	2	4	5	5	5	5	4 Part-time Instructors (JG Asombrado, ACA Mejica, EMB Nuñez, SV Parilla)
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance with all requirements thru the established/ adequate implementation, maintenance, and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Percent compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of her functions as support staff	0% non-conformity	100% compliant	5	5	5	5	
		On program and institutional accreditations	Assists in the preparation of documents in compliance with all the requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5	

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 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	PI 1. Submission of the Institute PPMP for the following year within the 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	5 5	5 5	
	PI 2. Customer-friendly frontline services	Zero percent complaints from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	Zero % complaint	5 5	5 5	5 5	5 5	
	PI 5. Attendance to monthly/special staff meetings	Number of monthly/special staff meetings attended	Attends actively to meetings by ITEEM and CFES	2	3	5 5	5 5	5 5	5 5	
	PI 9. Preparation of documents for processing	Number of documents prepared/reviewed and acted upon:								
		Number of outgoing ISO-aligned documents registered and controlled	Registers, and assigned control numbers on outgoing ISO-aligned documents	20+	>150	5 5	5 5	5 5	5 5	
		Number of faculty workloads prepared, reviewed, and finalized	Prepares Projected, Actual, and Individual Faculty Workloads of ITEEM faculty	5	12	5 5	5 5	5 5	5 5	10 – IFWs 2 – PFW
		Number of OPCR and IPCR (targets and accomplishments) and exhibit attachments prepared	Prepares IPCR and OPCR targets and accomplishments, including all exhibit attachments of IPCR accomplishments	20	35	5 5	5 5	5 5	5 5	4 – IPCR accompl. & trargets (EBG & ASB) 29 – Exhibits 2 – OPCR accompl. & targets)
		Number of project/research and affiliate faculty appointments prepared	Prepares appointments for project/study leaders, affiliate faculty, ITEEM division heads, and dDRCs	40	118	5 5	5 5	5 5	5 5	(Including OP appointments for project/research appointments)
Number of memoranda, notices, and communications prepared	Drafts/formats official communications, memoranda, and notices	5	33	5 5	5 5	5 5	5 5			

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	
		<i>3-5 minutes retrieving of documents filed efficiently</i>	Electronically files documents and performs regular backing-up; periodically checks hard copy files	Files, 1-5 minutes retrievable	1-3 mins. file retrieval	5	5	5	5	
		<i>Number of reports reviewed, finalized, consolidated, and laid out/designed</i>	Reviews, consolidates, lays out, and finalizes reports	-	1	4	4	4	4	ITEEM Annual Report (2022)
		<i>Number of DTRs, and leave applications generated and printed</i>	Generates and prints DTRs, and leave applications	12	32	5	5	5	5	(EBGorre and ASBastasa)
		<i>Number of documents reviewed and countersigned for the Director's signature</i>	Reviews/checks and countersigns documents for the signature of the Institute Director	100+	300+	5	5	5	5	
	PI 10. IMs, IEC materials, markers, posters, signages, etc., effectively designed and laid out for the general functions of the Institute in support to the attainment of the University's mission	Number of IMs, IEC materials, markers, posters, signages, etc., effectively designed/ produced	Effectively conceptualizes/ designs/lays-out posters, markers, signages, citizens charter, organizational structures, and other IECs for the general functions of the Institute	1	27	5	5	5	5	24 – signages, markers, backdrops, banners, training certificates, nametags 1 – training t-shirt 2 – covers (curricular programs revisit docs)
		Number of materials packaged and bound	Formats, prints, packages, and binds materials for submissions	-	7	5	5	5	5	4 – IPCRs and OPCR's 1 – Indiv. Faculty Wrklds 2 – nominations for VSUs best employees awards
	PI 11. Document tracking thru HRIS	Number of documents barcoded and electronically released	Scans the documents, registers to HRIS, barcodes, and electronically released	80	175	5	5	5	5	
	PI 12. Effectiveness in responding/relaying official calls/messages	Percent promptness in acting/relaying messages received thru any platforms	Promptly answers/acts and/or relays messages received thru any platforms	90%	100%	5	5	5	5	

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	
	PI 16. Maintaining the functionality of office and lab equipment assigned	Percentage of the functionality of office/lab equipment monitored and maintained	Monitors and assures the functionality of the assigned desktop and laptop computers, printers/scanners, and their peripherals	80%	100%	5 5	5 5	5 5	5 5	
	PI 18. Performs other assigned tasks in support to the general functions of the Institute	Number of other assigned tasks performed in support to the general functions of the Institute	Manages the Institute's main library/archive	1	1	4 4	4 4	4 4	4 4	Monitors users, checks, and maintains the orderliness of the library.
	PI 19. Conducting of daily safety and cautious inspection of the office before closing	Zero reports and/or claims on the negligence of office's safety	Also takes responsibility for the safety of the office	No reports/claims of negligence received	No reports/claims of negligence received	5 5	5 5	5 5	5 5	Checks the safety of the office before leaving.
	PI 20: Other activities, and additional outputs	Number of hours spent in the monitoring of HRIS accounts	Checks regularly the HRIS accounts and conducts syncing of DTR, filing of log appeals, and leave applications	At least 10 mins. per day	>10 mins. per day	5 5	5 5	5 5	5 5	Accounts of EBGorre and ASBastasa
		Attendance to various virtual and face-to-face meetings and other activities	Attends various virtual and face-to-face meetings/seminars/webinars, and other activities	1	9	5 5	5 5	5 5	5 5	1. Consultation and selection of CFES Dean, Jan 6, CFES AV Rm; 2. Virtual Orientation on Gmail Space as Communication Platform, Jan. 11, Google Meet; 3. Consultation and selection of ITEEM Director, Jan 16, ITEEM Lecture Rm; 4. Virtual Awareness Seminar on Proper Application of ARTA Whole-of-Government (WOG), Jan 26, Zoom Meeting; 5. Brand Book and Centennial Branding Orientation, March 1, Zoom Webinar;

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	
										6. LSU AdPA General Assembly, May 5, VSU Gym; 7. ITEEM 25 th Anniversary Culmination Program, May 31, MYV Seafront, Brgy. Gabas; 8. Consultation with the VSU Brand Book Task Force, June 19, MMDC; 9. LSU AdPA Teambonding, June 23, VSU Beach Garden
		Others, on graphic designing:								
		<i>Number of materials designed</i>	Produces sample designs of the ITEEM brand and text logos, CFES brand logo, and BiodivCenter text logo	-	15	5 J	5 J	5 J	5 J	Incl. shade combinations: 6 – CFES 8 – ITEEM (also text brand) 1 – Biodiversity Center text logo
		Reformatting of the revised ISO-aligned forms:								
		<i>Number of revised ISO-aligned forms reformatted</i>	Assigns ITEEM IDs on the revised specific ISO-aligned forms	-	7	5 J	5 J	5 J	5 J	FM-VSU-03, 04, 05, 07, 12, 13, 16
TOTAL OVERALL RATING						4.92	4.92	4.92	4.92	

Average Rating (Total Over-all rating divided by 4)	19.69	4.92
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Consistently w/ outstanding performance

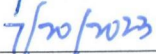
Consistently, with outstanding performance.

Performance

Evaluated & rated by:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM


7/20/2023

DATE

Recommending Approval:


DENNIS P. PEQUE

DEAN, CFES


7/21/2023

DATE

Approved:


BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

DATE

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

“EXHIBIT I”

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.	Provides customer-friendly services and assistance	Customer-friendly services	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Exceptional
2.	Performs as the Institute's administrative assistant: <ul style="list-style-type: none"> • Monitors/co-supervises admin staff, SAs; • Coaches' young/newly hired co-staff, when necessary; • Reviews/checks entries of documents for processing; • Reviews and countersigns documents for the Director's signature; • Prepares appointments for project/study/component leaders and affiliate faculty; • Prepares Faculty Workloads: Projected, Actual and Individual; • Prepares/consolidates OPCR and IPCR targets and accomplishments, and their attachments; • Consolidates annual report of the Institute; • Prepares all the documents required for hiring of academic or administrative personnel (from letter request until the recommendation to hire); • Bar codes outgoing documents for processing (incl. photo-scanning and HRIS registration for tracking); • Reviews/assigns control number and registers outgoing ISO-aligned documents; • Prepares letters/notices/memoranda, overtime requests for staff; overtime reports; • Monitors & acts official e-mails, IP, and other messages on other platforms; • Checks document file folders; • Electronically files documents; 	Exceptionally supported and sustained the administrative, instruction, and research & extension project-based activities	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Exceptional
3.	As the Institute's desktop publisher and training facilitator: <ul style="list-style-type: none"> • Designs/conceptualizes/lays-out for tarpaulin printing: <ul style="list-style-type: none"> ◦ Billboards, streamers, banners, backdrops, signages, markers, posters, citizen's charters, organizational 	Effectively designed Information, Education, and Communication (IEC) materials and/or	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Exceptional

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
	structures/personnel directory, room/building labels, and the like; • Designs/conceptualizes/lays-out and/or prints, for desktop and other types of paper printing: <ul style="list-style-type: none"> ○ Invitation programs/cards, flyers, brochures, nametags, certificates; ○ Reports, manuals, learning guides, coffee table books/books, booklets, pamphlets, and other IECs and IMs; • Designs/conceptualizes/lays-out plaques of recognitions, mugs, bags, and activity t-shirts; • Designs/conceptualizes/lays-out PowerPoint presentations; • Designs/conceptualizes/lays-out e-banners/covers for the virtual classes, and e-posters of activity announcements for online postings; • Assists in the facilitation of trainings/workshops conducted by the institute/college/university;	Instructional Materials (IMs) in all formats, for the general function of the Institute, the College, and the University.						
4.	• Performs responsibilities as a member of the other different committees of the Institute/College/ University	Tasks to other committee membership responsibly performed	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	
5.	• Manages the Institute's main library/archive	Monitors users and organizes library/ archive materials	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	
6.	• Attends meetings by ITEEM and CFES	Actively participates to the meetings	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	

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

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

Prepared by:

ELIZA 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 STAFF	ELVIRA B. GORRE

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 14, 2023		Notice of meeting	Submission of IPCR 2023 (Jan-June) accomplishments for consolidation to the OPCR 2023 (Jan-June) accomplishments
	As needed				Follow up AACCUP compliance report as member task force on Areas I (VMGO), II (Faculty), III (Curriculum and Instruction) and Area X (Administration) for BSES and MSTREC programs
	As needed				<ul style="list-style-type: none">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					<ul style="list-style-type: none">

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

Conducted by:

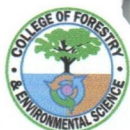
ELIZA D. ESPINOSA

Immediate Supervisor
Director, ITEEM

Noted by:

DENNIS P. PEQUE

Next Higher Supervisor
Dean, CFES



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2023

Name of Staff: GORRE, ELVIRA B.

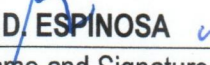
Position: ADMINISTRATIVE ASSISTANT II

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards the 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 the 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 a 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 result as a best practice that further increases the effectiveness of the office or satisfaction of the clientele	5	4	3	2	1
11.	Accepts objective criticisms and open to suggestions and innovations for the improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		55				

B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>	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	4.58 4.92 <i>ij</i>				
Overall recommendation: <i>She needs to be promoted with exceptional work performance consistently.</i>					


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 2023

Target Date: Feb 2023

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 a training on new techniques on layout and web design with the corresponding procurement of updated software and equipment for the job. This time, a face-to-face attendance to training is considered.

Date: August 2023

Target Date: October 2023

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 face-to-face training on new techniques on layout and web design.

Note: Admin staff development plan from last year will be same this year with minor revisions and if budget allows for the training.

Prepared by:

ELIZA D. ESPINOSA
Unit Head

Conformé:

ELVIRA B. GORRE
Ratee