



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: MARIA PRECILLA B. GORRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.98</b>

TOTAL NUMERICAL RATING: 4.98  
Add: Additional Approved Points, if any: 0  
TOTAL NUMERICAL RATING: 4.98

FINAL NUMERICAL RATING 4.98

ADJECTIVAL RATING: Outstanding

Prepared by:

MARIA PRECILLA B. GORRE  
Name of Staff

Reviewed by:

JOEL Q. MABALHIN  
Head, Department of Teacher Education

Recommending Approval:

BAYRON S. BARREDO  
Dean, College of Education

Approved:

BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

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

I, MARIA PRECILLA B. GORRE, an administrative staff of the DEPARTMENT OF TEACHER EDUCATION commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2023.

MARIA PRECILLA B. GORRE

Administrative Aide IV

Date: 10-19-2023

Approved:

JOEL Q. MABALHIN

Head, DTE

Date: 10-19-2023

BAYRON S. BARREDO

Dean, CE

Date: 10-23-2023

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPA MFO 3. Higher Education Management Services											
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation		13	5	5	4	4.7	Assisted JO, Printed and emailed needed docs for AACCUP (PSV)
UMFO 5. SUPPORT TO OPERATIONS											
	OVPA MFO 4. Program and Institutional Accreditation Services										
	PI 8.Compliance to 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*	A 44. 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 his/her functions as faculty member	zero non-conformity	zero non-conformity	5	5	5	5.0	None during the 5th ISO Internal Audit



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:		Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.0	Submitted docs needed by the Internal Auditor such as NAP
	<b>PI 9.</b> Additional Outputs	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attended	Attends various university seminars/workshops	3	1	5	5	5	5.0	Orientation Session on the topics of GSIS, Pag-ibig and PhilHealth
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	Based on Customer Feedback report
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Initiates/ introduces improvements in performing functions resulting to best practice	1	1	5	5	5	5.0	Initiated to have an accessible ISO forms for students and faculty using QR Code
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19		Disinfect the area of work especially the table used, printer, computer and the IP phone	4	5	5	5	4	4.7	Disinfected the area of work monthly and as needed.
		Number of documents attended and served	Documentation	Prepares administrative and financial matter of the department. And facilitated in the signing of documents to the Head.	600	171	5	5	5	5.0	Based on QRM 3rd Quarter
				Drafts Individual Faculty Workload	20	19	5	5	5	5.0	1 revised IFW and 18 IFW for 1st Sem, 2023-2024

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
				Prepares report of actual teaching load	2	1	5	5	5	5.0	1st Semester AY: 2023-2024
				Scans and uploads documents in QMS documentation google drive	30	56	5	5	5	5.0	Scanned and uploaded in the drive and not in QMS Docs since it is now restricted
		Number of office and laboratory equipment purchased	Documentation	Prepares purchase request	10	2	5	5	5	5.0	PR for Office Supplies-1 and IT Supplies and Equipment-1 for 2024 PPMP
				Prepares Project Procurement Management Plan (PPMP)	1	1	5	5	5	5.0	PPMP for 2024
		Number of Payrolls prepared	Prepared and review Cooperative Teacher's Payroll	Prepares and reviews Cooperative Teacher's Payroll	10	26	5	5	5	5.0	Cooperating teachers for 2nd Sem 2022-2023 and CA, Liquidation Report and Reimbursement
		Number of OPCR and IPCR prepared and finalized	Prepares and finalize	Prepares the OPCR of the Department and IPCR of the Head, finalize IPCR of the faculty under the department	10	15	5	5	5	5.0	OPCR and IPCR Accomplishment for January to June 2023 and Target for July to December 2023-Perez, JC
Number of PIs							15				
Total Over-all Rating							74.33				
Average Rating							4.956				
Adjectival Rating							Outstanding				

Comments & Recommendations for Development Purpose:

*A very dedicated staff. Produces something <sup>every</sup> ~~good~~ everyday.*

Evaluated and Rated by:

*Joel Q. Mabalin*  
JOEL Q. MABALHIN

Head, DTE

Date: 10-19-2023

Recommending Approval:

*Bayron S. Barredo*  
BAYRON S. BARREDO

College Dean

Date: 10-23-2023

Approved:

*Beatriz S. Belonias*  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 02/29/24





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

Name of Staff: MARIA PRECILLA B. GORRE

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.	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		5				



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		5				
Average Score		5				

Overall recommendation : \_\_\_\_\_

  
**JOEL Q. MABALHIN**  
 Printed Name and Signature  
 Head of DTE



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**TEACHER EDUCATION**  
Visca, Baybay City, Leyte, PHILIPPINES  
VOIP: 565-0600 local 1037  
Email: dte@vsu.edu.ph  
Website: www.vsu.edu.ph

## Employee Development Plan

Name of Employee: **Maria Precilla B. Gorre**  
Performance Rating: **4.96 (O)**

**Aim:** To become an effective and efficient overall records manager and front desk officer of the Department of Teacher Education (DTE) in support to department's program accreditation and evaluation.

### Proposed Interventions to Improve Performance:

**Date:** January 2023

**Target Date:** June 2023

#### First Step

- Continual supervision of the DTE's Records Management with Ms. Gorre as in-charge in all level of accreditation, evaluation and audit; and orientation of the old and new records and procedures and management practices.

#### Results:

- Stable and complete DTE records as evidence during accreditation and audit
- Positive feedbacks from faculty members and from accreditors and auditors.

**Date:** July 2023

**Target Date:** December 2023

#### Next Step:

- Continuous improvement of the plans and programs of the department's records management

#### Outcomes:

- Well organized and managed DTE records

#### Final Steps/Recommendations:

- Standardize and implement the procedures in the proper management of DTE's records following the 5S principles
- Ms. Gorre should continuously attend training, seminars, and workshops to strengthen her competencies and qualifications as records controller of the department.

Prepared by:

**JOEL Q. MABALHIN**  
Head, DTE

Conforme:

**MARIA PRECILLA B. GORRE**  
Admin. Aide IV

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