

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	4.57	70%	3.16 3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.59

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

3.16
1.43
4.59

4.59

VS
OUTSTANDING ✓

Prepared by:

LETTY JEAN C. LOR
Name of Staff

Reviewed by:

MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval/Approved:

EDGARDO E. TULIN
President

W
11/26

Visayas State University
OFFICE OF THE PRESIDENT (ANTI-SEXUAL HARASSMENT UNIT/GENDER AND DEVELOPMENT PROGRAM)
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)



I, LETTY JEAN C. LOR, Administrative Aide III (Casual), 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 to June, 2019.

Letty Jean C. Lor
Adm. Aide III

Maria Aurora Teresita W. Tabada
MARIA AURORA TERESITA W. TABADA
Head of Unit

MFO No.	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Q1	E2	T3	A4	
UMFO 6. General Administration and Support Services (GASS)									
OP STO 1; ISO-Aligned Documents on:	PI 2: Number of Quality procedures prepared		1	2	5 5	5 5	3 3	4.3 4.3	Prepared drafts for Quality procedures for 1) GAD Planning and Budgeting and 2) Handling Sexual Harassment Cases
OP STO 2; Citizens Charter Compliance	PI 1. Percent compliance to Citizen's Charter; 100%	Types vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents.	80	150	5 5	5 5	3 3	4.3 4.3	
		Preparation of letters & correspondence, recording of incoming and outgoing communications and facilitate approval of such.	50	70	5 5	4 4	3 3	4 4	
		Zero percent complaint from clients served	90%	100%	5 5	5 5	5 5	5 5	

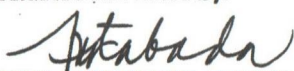
OP GASS 6; OP MFO 6; Gender and Development Services									
	PI 1. Percent compliance to GAD Focal Point System; Effective GAD Focal Point System	Facilitated trainings/meetings/functions conducted for VSU faculty, staff, students and clients	13	23	5	5	5	5	GAD related seminars/orientations: 1) Facilitated attendance to 2019 AUDRN National Conference on Feb 2019(Belonias, Barredo, Castaneda, Tabada), 2) Attended budget hearings, 3) RTD on SAG on Feb 27, 2019; 4) Socioecological Basis of Love on Feb 15, 2019; 5) Celebration of the National Women's Month 2019 from Mar 1-30 with 8 activities; 6)MATWT attended National Validation Workshop on BPfA+25 Report Preparation on Mar 28-29; 7) Facilitated Conversations with Emma on April 2019; 8) Facilitated Transdisciplinary Action Research: Towards Building Resilience Under the New Climate Regime on April 2019 for VSU Anniv; 9) MATWT attended GAD Services in the Academe on April 24 at CHED 8; 10) Facilitated/attended VSU Focal Persons to the NRC to June11-13,2019 Training of Trainors at Manila, Phil; 11) MATWT attended the Training Workshop on the Formulation of GADAgenda on May 29-31 at Quezon City; 12) Facilitated Leadership and Values Reorientation Seminar for BDC Officers; 13) Answered Audit Observation Memo on June 18, 2019; 14) Facilitated Organizational Meeting of the GAD Research and Development Commodity Team for CY 2019-2020 on June 19; 15) Facilitated Lecture on Basic First Aide/CPR for CoE faculty and staff on April 17, 2019; 16) GFPS-TWG Mtg on Mar 4.
		Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	500	700	5	5	3	4.3	ASHO brochure, Pre/post test questionnaires, NGRP Evaluation Forms, General Evaluation Forms, VSU IRR on SH, CMO 1 s. 2015, Compliance to AACCUP/CHED/COA reportorial requirements
	Functional and Responsive ASHU	Receive complainants/inquiries, assist in filing procedures and draft affidavits and minutes of meetings	1	1	5	5	1	4.7	SH Case 2019-01
					5	5	4	4.7	

Total Over-all Rating								31.6	
Average Rating								4.51	
Addittional Points									
Approved Addittional Points									
Final Rating									
Adjectival Rating								OUTSTANDING	


Comments & Recommendations for Development Purpose:

Ms. Ler has potential as a GAO Trainer. More importantly she can handle SH victims concerns. It is suggested that she undergo training on handling SH cases (feminist counselling). The other option is to apply for membership in the National GAO Remue Pool (NGRP).

Evaluated and Rated by:


MARIA AURORA T.W. TABADA
 Univ. GAD/ASHU Coordinator

Approved by:


EDGARDO E. TULIN
 President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2019

Name of Faculty/Staff: LETTY JEAN C. LOR Position: Administrative Aide III

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

57 or 4.75

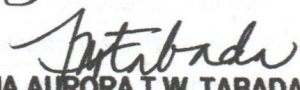
TURN TO BACK PAGE

TURN TO BACK PAGE

Part 4		Total Score				
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 in developing strategic and specific plans and targets of the sub-department aligned to that of the overall plans of the university	5	4	3	2	1
3.	Innovates for the purpose of improving productivity and effectiveness of the operations 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 established targets of the unit	5	4	3	2	1
		Total Score				
		57				
		Average Score				
		4.75				

Overall recommendation

: Outstanding


MARIA AURORA T.W. TABADA
 Name of Head

TURN TO BACK PAGE

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LETTY JEAN C. LOR**
Performance Rating: **OUTSTANDING**

Aim: Become GAD Trainor

Proposed Interventions to Improve Performance: Sent to trainings on training management and GAD Plan & Budget.

Date: January 2019 Target Date: March 2019

First Step:

To check requirements and processes for participation to GAD trainings.

Result: To enhance knowledge and skills on GAD concepts and planning and budgeting

Date: April 2019 Target Date: June 2019

Next Step:

Participation to GAD trainings and/or training of trainors.

Outcome: Trained/oriented VSU faculty, staff, students and clients on basic GAD concepts and on GAD Planning and Budgeting.

Final Step/Recommendation:

Continued participation to GAD trainings especially those concepts on mainstreaming, auditing, etc. and become member of the GAD Resource Pool (NGRP)

Prepared by:

Maria Aurora T.W. Tabada
MARIA AURORA T.W. TABADA
Unit Head

Conforme:

Letty Jean C. Lor
LETTY JEAN C. LOR
Name of Ratee Faculty/Staff