



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MA. FE L. GAYANILO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 0

FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: 0

Prepared by:

MA FE L. GAYANILO
Name of Staff

Reviewed by:

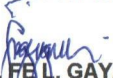
JENNIFER E. ANDO
Office Head

Approved:


REMBERTO A. PAINDOL
Vice President for Administration & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. FE L. GAYANILO, of the Office of the Director for Administration & Human Resource Development 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 2021 to June 2021.


MA. FE L. GAYANILO
Ratee

Approved:


JENNIFER E. ANDO
Immediate Supervisor


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
OVPAF MFO 1: Human Resource Management & Development									
	PI.1 Efficient & customer friendly frontline service	A.1Entertains faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
	PI. 3 No. of linkages with external agencies maintained	A.2 Strengthens the linkages and smooth working relationship with important government agencies	4 linkages (CSC Region 8, CSC Ormoc Field Office, GSIS & DBM)	5 linkages with external agencies maintained	5	5	5	5	5 DBM, CHED-IAS, CSC FIELD OFFICE & CSC REGION 8
	PI.4 No. of ad hoc committee assignments served/functions performed	A.3 Attends meeting and Provides secretariat services	100% of new ad hoc assignments	100% of new ad hoc assignments	5	5	5	5	VASC admin and VSFC-AS, Citizen Charter Review Committee, Student Housing Committee
ODAHRD MFO. 3: ISO 9001:2015 aligned documents	PI.7 Number of quality procedures revised/updated	A4. Prepares revise 4 draft L & D QP for faculty and its templates for submission to QAC	4 draft revised procedure prepared and Templates and submit to QAC	4 L & D quality procedures revised/updated and submitted to ODQA	5	5	4	4.7	QP in the approval of Faculty Development Plan, QP in the approval of Study Leave - Faculty, QP in sending a Faculty Member to attend training, & QP in the approval for Sabbatical Leave
		A.5 Acts as document controller of Learning & Development for Academic	100% L & D documents are controlled & ISO compliant	100% L & D documents are controlled & scan ISO compliant	5	5	4	4.7	we passed the ISO evaluation & highly commended by ISO evaluator specially in our L & D process.

ODAHRD MFO 10: PRIME-HRM aligned Learning and Development Services	PI. 22 No. of in-house trainings/HR interventions/ workshops conducted/facilitated	A.6 Assist the training coordinator in facilitating the in- house training by preparing the training materials, kits, evaluation form, print program of activities and act as facilitator during the training	3 in house trainings & HR activities Facilitated	3 in-house trainings/HR interventions/ workshops assisted/facilitated	5	5	5	5	
	PI.23 Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	A.7 Follow up the progress report and status of studies of the VSU scholars pursuing graduate statudies (PhD & MS)	95% (39 PhD & 13 MS) of faculty and staff scholars within the country & abroad monitored and assisted & prepares invitation to 61 reinsted faculty members but not yet graduated to appear to during the VSFC-AS Meeting	100% (39 PhD & 13 MS) of faculty and staff scholars within the country & abroad monitored and assisted & prepares invitation to 61 reinsted faculty members but not yet graduated to appear to during the VSFC-AS Meeting	5	5	5	5	
	PI. 24 Percentage of faculty//staff development related requests acted by scholarship committee, requests to present paper or to attend conference abroad facilitated for action by CHED & BOR & awards of attendance to approved requests prepared	A.8 Reviews, receives, consolidates, and process requests of faculty for attendance to training/fora/ conferences/Sabbatical Leave/Study Leave	99% (120) of requests acted by the scholarship committees, CHED & BOR & 100% award of approved requests released	100% (120) of requests acted by the scholarship committees, CHED & BOR & 100% award of approved requests released	5	5	4	4.7	
		A.9 Prepares recommendation of the faculty who apply for Sabbatical Leave for approval VP for Instruction & University President and forward to OUS for UADCO recommendation & BOR approval.	100% (10)of Sabbatical request prepared and processed	7 Sabbatical contract prapred and facilitated	5	5	5	5	for 1st half

	PI. 25 No. of scholarship contracts prepared, provisions of the contract explained to faculty and contract finally executed within 3 days	A.10 Prepares contract of VSU faculty concerned scheduled for study leave and Sabbatical leave and process for approval of the President and issues the approved copies to PRPEO, Records Office, Departments and faculty concerned & schedule & facilitate orientation regarding the provision of the contract of the said faculty	100% Contracts prepared & orientation facilitated and contract distributed	100% Contracts prepared & facilitated and contract distributed	5	5	5	5	8 Scholars from Main and 3 from VSU Alangalang
		A.11. Filing of the faculty request to their individual folders ready for ISO audit	100% request filed ready for ISO audit	100% request filed ready for ISO audit	5	5	4	4.7	Passed ISO Audit last Feb 4, 2021
		A.12. Prepares documents related to L & D faculty as requested by the department head for AACCCUP accreditation	100% (1) documents submitted as requested	100% (1) documents submitted as requested by ODQA & requested department for AACCCUP purposes	5	5	5	5	for AACCCUP accreditation: CAFS. BS Civil in Engineering BS in Biotechnology DTE, DBM, ISRDS, DAS, DOH, DPM DAEEx, & DCE
		A.13 Received, process L & D request of faculty for VSFC-AS review & recommendation for approval of the President & prepares notice of meeting, minutes, excerpts, referendum & endorsements	100% request process and returned back the said approved request to the requesting party.	100% request process and returned back the said approved request to the requesting party.	5	5	5	5	
ODAHRD MFO 11: PRIME-HRM Aligned Rewards & Recognition Services	PI. 35 Percentage of HAP nominations reviewed, packaged & submitted to CSC	A.14 Follow up, facilitates and helps package the documents and submits to CSC within the deadline and facilitates and assists in securing documents, and help the nominees in packaging their nomination documents & submits to CSC	100% documents of nominees submitted to CSC	100% documents of nominees submitted to CSC	5	5	5	5	1 HAP Awarded for PAG-ASA Regional

		A.17 Prepares draft ODHRM OPCR target & submit OPCR & IPCR OF odhrm staff with accomplishments for review and approval of ODHRM Director and submit to RSPPRO	1 OPCR target 1 OPCR with accomplishments 4 IPCR targets IPCR with accomplishments	2 OPCR target 2 OPCR with accomplishments 4 IPCR targets 4 IPCR with accomplishments	5	5	4	4.7	
ODAHRD MFO 11: Innovations & new Best Practices Development Services	PI. 18. Number of innovation/best practices introduced and implemented	A.16 Draft one L & D instrument to be use by faculty and staff	Submit one L & D instrument to QAC for registration and cascaded copy to all department & Offices	Submit one L & D instrument to QAC for registration and cascaded copy to all department & Offices	5	5	5	5	Template on FM-HRD-43 Report after Attendance to Training, Workshop & For a & FM-HRD-37 Re-entry Plan_v0 05-12-2021
		A.17 Draft Memo pertains to L & D for Academic	Prepares draft memo/communications thru pertains to L & D for academic	Send notice sent thru emails to vsu scholars to submit progress report, proof of enrolment, report of grade and request for renewal of their study leave contract.	5	5	5	5	as requested by the head.
Other functions:	A19: Graduate Dormitory Advisorship performed	A.18 Act as a second parent of the dorm occupants	8 graduate occupants & 3 transients	Act as facilitator of the 3 dorm occupants & 3 transients graduated occupants	5	5	5	5	8 graduate occupants & 3 transients
Total Over-all Rating								88	
	Average Rating (Total Over-all rating divided by 4)	4.9		<div>Comments & Recommendations for Development Purpose:</div> <div>To attend CSC & L&D related trainings</div>					
	Additional Points:								
	Approved Additional points (with copy of approval)	XX							
	FINAL RATING	4.9							
	ADJECTIVAL RATING								

Evaluated & Rated by:


JENNIFER E. ANDO
 Immediate Supervisor

Date: _____

Approved by:


REMBERTO A. PATINDOL
 VP for Adm. & Finance

Date: _____

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Ma. Fe L. Gayanilo**

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	A.1 Entertains faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	Jan.-June 2021	December 2021	December 2020	VI	O	
2	A.2 Strengthens the linkages and smooth working relationship with important government agencies	5 linkages with external agencies maintained	Jan.-June 2021	December 2021	December 2020	VI	O	
3	A.3 Attends meeting and Provides secretariat services	100% of new ad hoc assignments	Jan.-June 2021	December 2021	December 2020	VI	O	
4	A4. Prepares revise 4 draft L & D QP for faculty and its templates for submission to QAC	4 L & D quality procedures revised/updated and submitted to ODQA	Jan.-June 2021	December 2021	December 2020	VI	O	
5	A.5 Acts as document controller of Learning & Development for Academic	100% L & D documents are controlled & scan ISO compliant	Jan.-June 2021	December 2021	December 2020	VI	O	
6	A.6 Assist the training coordinator in facilitating the in-house training by preparing the training materials, kits, evaluation form, print program of activities and act as facilitator during the training	3 in-house trainings/HR interventions/ workshops assisted/facilitated	Jan.-June 2021	December 2021	December 2020	VI	O	

7	A.7 Follow up the progress report and status of studies of the VSU scholars pursuing graduate studies (PhD & MS)	100% (39 PhD & 13 MS) of faculty and staff scholars within the country & abroad monitored and assisted & prepares invitation to 61 reinstated faculty members but not yet graduated to appear to during the VSFC-AS Meeting	Jan.-June 2021	December 2021	December 2020	VI	O	
8	A.8 Reviews, receives, consolidates, and process requests of faculty for attendance to training/fora/conferences/Sabbatical Leave/Study Leave	100% (120) of requests acted by the scholarship committees, CHED & BOR & 100% award of approved requests released	Jan.-June 2021	December 2021	December 2020	VI	O	
9	A.9 Prepares recommendation of the faculty who apply for Sabbatical Leave for approval VP for Instruction & University President and forward to OUS for UADCO recommendation & BOR approval.	7 Sabbatical contract prepared and facilitated	Jan.-June 2021	December 2021	December 2020	VI	O	
10	A.10 Prepares contract of VSU faculty concerned scheduled for study leave and Sabbatical leave and process for approval of the President and issues the approved copies to PRPEO, Records Office, Departments and faculty concerned & schedule & facilitate	100% Contracts prepared & facilitated and contract distributed	Jan.-June 2021	December 2021	December 2020	VI	O	


	orientation regarding the provision of the contract of the said faculty							
11	A.11. Filing of the faculty request to their individual folders ready for ISO audit	100% request filed ready for ISO audit	Jan.-June 2021	December 2021	December 2020	VI	O	
12	A.12. Prepares documents related to L & D faculty as requested by the department head for AAACCUP accreditation	100% (1) documents submitted as requested by ODQA & requested department for AACCCUP purposes	July-Dec. 2020	December 2021	December 2020	VI	O	
13	A.13 Received, process L & D request of faculty for VSFC-AS review & recommendation for approval of the President & prepares notice of meeting, minutes, excerpts, referendum & endorsements	100% request process and returned back the said approved request to the requesting party.	Jan.-June 2021	December 2021	December 2020	VI	O	
14	A.14 Follow up, facilitates and helps package the documents and submits to CSC within the deadline and facilitates and assists in securing documents, and help the nominees in packaging their nomination documents & submits to CSC	100% documents of nominees submitted to CSC	Jan.-June 2021	December 2021	December 2020	I	VS	
15	A.17 Prepares draft ODHRM OPCR target & submit OPCR & IPCR of ODHRM staff with accomplishments for review and approval of ODHRM Director and submit to RSPPRO	2 OPCR target 2 OPCR with accomplishments 4 IPCR targets 4 IPCR with accomplishments	Jan.-June 2021	December 2021	December 2020	VI	O	

16	A.16 Draft one L & D instrument to be use by faculty and staff	Submit one L & D instrument to QAC for registration and cascaded copy to all department & Offices	Jan.-June 2021	December 2021	December 2020	VI	O	
17	A.17 Draft Memo pertains to L & D for Academic	Send notice sent thru emails to VSU scholars to submit progress report, proof of enrolment, report of grade and request for renewal of their study leave contract.	Jan.-June 2021	December 2021	December 2020	VI	O	
18	A.18 Act as a second parent of the dorm occupants	Act as facilitator of the 3 dorm occupants & 3 transients graduated occupants	Jan.-June 2021	December 2021	December 2020	VI	O	

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

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

Prepared by:


JENNIFER E. ANDO
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: MA. FE L. GAYANILO 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						
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						
Average Score						

Overall recommendation : _____



JENNIFER E. ENDO

Officer-In-Charge, OHLDHRA

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Fe L. Gayanilo

Performance Rating: _____

Aim: To equip knowledge and skills needed in the current positions as well as higher responsibilities in the future.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Send to participate various CSC related HR trainings
& CSC policies

Result:

Enhance HR Competencies

Date: _____ Target Date: _____

Next Step:


To renew & be prepared to take CSC Prof Exam

Outcome: Qualified on second level positions

Final Step/Recommendation:

Designate as L & D Secretary

Prepared by:


JENNIFER E. ANDO
Unit Head