



**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	4.94	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.94</b>

TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 0

FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: 0

Prepared by:

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

Reviewed by:


**JENNIFER E. ANDO**  
Office Head

Approved:


**DANIEL LESLIE S. TAN**  
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 July to December 2021.

  
MA. FE L. GAYANILO  
Ratee

Approved:

  
JENNIFER E. ANDO  
Immediate Supervisor

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	Secretary VSFC-AS, Member: Student Housing Comm. & Citizen Charter Review Comm., Dormitory Adviser & DDRC
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	5 L & D draft revised QP prepared and 7 Templates and submitted to ODQA	5	5	5	5	QP Faculty Dev Pla., QP Study Leave, QP Sabbatical Leave, QP Attendance to Training Seminar,Workshop, For a & QP Admini Dev. Plan
		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 & ISO compliant	5	5	5	5	




ODAHRD MFO 10: PRIME-HRM aligned Learning and Development Services	<b>PI. 22</b> No. of in-house trainings/HR interventions/ workshops conducted/facilitated	<b>A.6</b> 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	Help the In-charge of OHLDHRA in the facilitation of in-house training	5	5	4	4.7	
	<b>PI.23</b> Percentage of PhD & MS scholars monitored as to progress of their studies & requests for renewal of study leave facilitated/assisted	<b>A.7</b> Follow up the progress report and status of studies of the VSU scholars pursuing graduate studies (PhD & MS)	95% (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	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	5	5	5	5	133 (18 new, 60 ongoing, 55 reinstated but not finished yet)
	<b>PI. 24</b> 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	<b>A.8</b> 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% request acted	5	5	5	5	447 requests for external trainings/seminar- workshops/attendance to conferences for a/sabbatical leave/scholarships/fellows hips facilitated
		<b>A.9</b> 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	100% (10)of Sabbatical request prepared and processed	5	5	5	5	Prepred BOR Recommendation, 13 contract and facilitated in the orientation of scholars

	<b>PI. 25</b> No. of scholarship contracts prepared, provisions of the contract explained to faculty and contract finally executed within 3 days	<b>A.10</b> 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 & orientation facilitated and contract distributed	5	5	5	5	15 new scholars for 2021 (local & abroad) & undergo orientation
		<b>A.11.</b> 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	Filed documents in the individual folder and was audited by Internal Auditor and ready for ISO Audit
		<b>A.12.</b> Prepares documents related to L & D faculty as requested by the department head for AAACCUP accreditation	100% (1) documents submitted as requested	100% (1) documents submitted as requested	5	5	5	5	Prepared documents request by ODQA, DCE, DTE, VSU Tolosa, DBM & OVPRGAS
		<b>A.13</b> Number of requests from faculty facilitated	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	150 requests from faculty & STAFF facilitated
<b>ODAHRD MFO 11: PRIME-HRM Aligned Rewards &amp; Recognition Services</b>	<b>PI. 35</b> Percentage of HAP nominations reviewed, packaged & submitted to CSC	<b>A.14</b> 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 nomination submitted to CSC and was awarded in the Regional level
		<b>A.15</b> 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 2 IPCR targets 2 IPCR with accomplishments	100% documents submitted to OHPM & Planning OFFICE	5	5	5	5	1 OPCR target 1 OPCR with accomplishments 2 IPCR targets 2 IPCR with accomplishments, OPRC Monitoring, OPT Monitoring




<b>ODAHRD MFO 11: Innovations &amp; new Best Practices Development Services</b>	<b>PI. 18.</b> Number of innovation/best practices introduced and implemented	<b>A.16</b> 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 & Facilitated in the Study Leave module	100% QP Submitted one L & D instrument to QAC for registration and cascaded copy to all department & Offices & Facilitated in the Study Leave module	5	5	5	5	5 QP & 7 Templates, Study Leave for faculty modules to be implemented this 2022.
		<b>A.17</b> 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 (133)	5	5	5	5	
Other functions:	<b>A19:</b> Graduate Dormitory Advisorship performed	<b>A.18</b> Act as a second parent of the dorm occupants	7 graduate occupants & 1 transient	7 graduate Scholars & 1 transient facilitated	5	5	5	5	
<b>Total Over-all Rating</b>								<b>89</b>	
	<b>Average Rating (Total Over-all rating divided by 4)</b>	<b>4.94</b>		<div>Comments &amp; Recommendations for Development Purpose:</div> <div>For attendance on CSC related training 4p m L&amp;D</div>					
	<b>Additional Points:</b>								
	<b>Approved Additional points (with copy of approval)</b>								
	<b>FINAL RATING</b>								
	<b>ADJECTIVAL RATING</b>								

Evaluated & Rated by:

  
**JENNIFER E. ANDO**  
 Immediate Supervisor

Date: 1/21/2022

Approved by:

  
**DANIEL LESLIE S. TAN**  
 VP for Adm. & Finance

Date: 1/26/22

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	<b>A.1</b> Entertains faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	July-Dec. 2021	December 2021	December 2021	VI	O	
2	<b>A.2</b> Strengthens the linkages and smooth working relationship with important government agencies	5 linkages with external agencies maintained	July-Dec. 2021	December 2021	December 2021	VI	O	
3	<b>A.3</b> Attends meeting and Provides secretariat services	100% of new ad hoc assignments	July-Dec. 2021	December 2021	December 2021	VI	O	
4	<b>A.4.</b> Prepares revise 4 draft L & D QP for faculty and its templates for submission to QAC	5 L & D quality procedures revised/updated and submitted to ODQA	July-Dec. 2021	December 2021	December 2021	VI	O	
5	<b>A.5</b> Acts as document controller of Learning & Development for Academic	100% L & D documents are controlled & scan ISO compliant	July-Dec. 2021	December 2021	December 2021	VI	O	
6	<b>A.6</b> 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	July-Dec. 2021	December 2021	December 2021	VI	O	

7	<b>A.7</b> 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 2021	VI	O	
8	<b>A.8</b> 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 2021	VI	O	
9	<b>A.9</b> 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 2021	VI	O	
10	<b>A.10</b> 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 2021	VI	O	



	orientation regarding the provision of the contract of the said faculty							
11	<b>A.11.</b> 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 2021	VI	O	
12	<b>A.12.</b> 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 AACUP purposes	July-Dec. 2020	December 2021	December 2021	VI	O	
13	<b>A.13</b> 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.	July-Dec. 2021	December 2021	December 2021	VI	O	
14	<b>A.14</b> 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	July-Dec. 2021	December 2021	December 2021	I	VS	
15	<b>A.17</b> 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	July-Dec. 2021	December 2021	December 2021	VI	O	




16	<b>A.16</b> 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	July-Dec. 2021	December 2021	December 2021	VI	O	
17	<b>A.17</b> 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.	July-Dec. 2021	December 2021	December 2021	VI	O	
18	<b>A.18</b> Act as a second parent of the dorm occupants	Act as facilitator of the 7dorm occupants & 1 transients graduated occupants	July-Dec. 2021	December 2021	December 2021	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: July to December 2021

Name of Staff: MA. FE L. GAYANILO Position: Administrative Aide VI

**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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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. ANDO**  
 Officer-In-Charge, OHLDHRA  
 Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: ODHRM-OHLDHRA


Head of Office: JENNIFER E. ANDO

Number of Personnel: ODLDHRA


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Coaching		July 21, 2021 (6th OOHM meeting)			OOHMs Mid-year Review of Targets & Accomplishments

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

Conducted by:

  
JENNIFER E. ANDO  
 Immediate Supervisor

Noted by:

  
HONEY SOFIA V. COLIS  
 Next Higher Supervisor



## 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: July 2021 Target Date: Dec. 31, 2021

First Step:

Regular meeting especially in L&D process.

Result:

Mastery of the process in L&D

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:


Attend various CSC & other related HR trainings

Outcome: Competence on HR specifically L&D process

Final Step/Recommendation:

Ready to go on advance studies

Prepared by:

  
**JENNIFER E. ANDO**  
Unit Head