



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Ms. 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	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING: 4.94

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.94

ADJECTIVAL RATING: 0

Prepared by:


MA. FE L. GAYANILO
Name of Staff

Reviewed by:


LOURDES B. CANO
Director, ODAHRD

Approved:


REMBERTO A. PATINDOL
VP for Admin. & Finance


"Annex B"

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 2020 to June 2020


MA. FE L. GAYANILO
Ratee

Approved:


LOURDES B. CANO
Director, ODAHRD

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									
UMFO 6: General Administration Support Service	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. 4 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)	4 linkages (CSC Region 8, CSC Ormoc Field Office, GSIS & DBM)	5	5	5	5	
	PI. 18 No. of new ad hoc committee assignments performed	A.3 Attends meeting and Provides documents during accreditation; prepares sponsorship letter & Facilitates the distribution	100% of new ad hoc assignments	100% of new ad hoc assignments	5	5	5	5	
ODAHRD MFO. 3: ISO 9001:2015 aligned documents	PI.7 Number of quality procedures revised/updated	A4. Prepares revise 4 draft L & D fro faculty procedure for approval attendance to training/present paper (local & abroad), Study leave & sabbatical leave	4 draft revised procedure prepared/updated	4 draft revised procedure prepared/updated	5	5	4	4.667	
		A.5 Acts as document controller of Learning & Development for Academic	80% prepared files documents ready for ISO accreditation	100% prepared files documents ready for ISO accreditation	5	5	5	5.00	

ODAHRD MFO 10: PRIME-HRM aligned Learning and Development Services	PI. 29 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 pacilitated	3 in house trainings pacilitated	5	5	5	5	
	PI.30 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 of the scholars PhD & MS scholars of the 107 PhD & 55 MS	100% of faculty and staff scholars within the country monitored and assisted	100% of faculty and staff scholars within the country monitored and assisted	5	5	5	5	107 Phd scholars 55 MS scholars monitored
	PI. 31 Percentage of faculty 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 processed	A.8 Reviews, receives, consolidates, and process requests of faculty for attendance to training/fora/ conferences/Sabbatical Leave/Study Leave	Prepared & processed 200 request 10 Notice of Meeting 10 Minutes of Meeting 200 excerpts 10 certifications	Prepared & process: 166 request 8 Minutes 38 Referendum 38 Endorsement 166 Excerpts 4 Proposal 13 Recommendation for BOR (6 Sabbatical Leave, 4 VSFC-AS Proposal & 3 Travel	5	5	5	5	
	A6: Number of faculty request facilitated for IAS and BOR Action	A.9 Prepares endorsements, scan and email documents & send thru LBC for CHED-IAS validation & prepares recommendation for BOR approval.	100% of request prepared and processed for for CHED- IAS validation & prepares recommendation for BOR approval.	100% of request prepared and processed for for CHED-IAS validation & prepares recommendation for BOR approval.	5	5	5	5	
		A.10 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% of Sabbatical request prepared and processed	100% of Sabbatical request prepared and processed	5	5	5	5	6 Sabbatical Leave

	A8: Number of Contract prepared, processed and distributed to the requesting party	A.11 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	100% contracts of faculty processed and distributed to concerned faculty	100% Sabbatical & Study Leave contracts of faculty processed and distributed to concerned faculty	5	5	5	5	6 Sabbatical Leave & 3 Study Leave contract
		A.12. Files request to the individual folders of faculty ready for ISO evaluation	100% documents filed ready for ISO evaluation	100% documents filed ready for ISO evaluation	4	5	5	4.667	L & D Documents of Faculty Members (cascaded QP & Template to all Depat. & External Campuses
	A10: Number of in-house trainings conducted based on approved training design and executed, monitored and evaluated	A.13 Assist the training coordinator in facilitating the in-house trainings by preparing the training materials, kits, evaluation form, print program of activities and act as facilitator during the training	3 in-house trainings facilitated	3 in-house trainings facilitated	5	5	5	5	
		A.14. Updates & prepares L & D data for accreditation, submission to CHED and other agencies	100% documents submitted as requested	100% documents submitted as requested	5	5	5	5	prepares Budget for scholars as required by Finance Director
	PI. 23 Number of teaching effectiveness evaluation of faculty/subjects administered	A15. Facilitates in the conduct of teaching effectiveness evaluation of faculty	3 faculty and 8 subject facilitated						Not perform due to COVID 19
ODAHRD MFO 11: PRIME-HRM Aligned Rewards & Recognition Services	PI. 35 Percentage of HAP nominations reviewed, packaged & submitted to CSC	A.16 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	100% documents of nominees submitted to CSC	100% documents of nominees submitted to CSC	5	5	5	5	
		A.17 Prepares draft ODAHRD OPCR target for review and approval	Approved ODAHRD OPCR target for the whole year	Approved ODAHRD OPCR target for the whole year	5	5	4	4.667	

ODAHRD MFO 11: Innovations & new Best Practices Development Services	PI. 36 Number of outside agencies which benchmarked HR practices/systems or provided with expert services as Resource Person	A.18. Assist the ODAHRD Director in the facilitation during the bench marking of outside agencies with our HR practices	1 outside agency	2 outside Agency (EVSU & USTP)	5	5	5	5	
Other functions:	A18: Graduate Dormitory Advisorship performed	A.19 Act as a second parent of the dorm occupants	31 graduate occupants	31 graduate occupants	5	5	5	5	
Total Over-all Rating								89	
	Average Rating (Total Over-all rating divided by 4)	4.94			<div style="border: 1px solid black; padding: 5px;"> <p>Comments & Recommendations for Development Purpose:</p> <p>To enhance competency in documents control and also, in data base management/ administration.</p> </div>				
	Additional Points:								
	Approved Additional points (with copy of approval)	XX							
	FINAL RATING	4.94							
	ADJECTIVAL RATING	O							

Evaluated & Rated by:


LOURDES B. CANO
 Immediate Supervisor

Date: _____

Approved by:


REMBERTO A. PATINDOL
 VP for Adm. & Finance

Date: _____

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



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

Vision:
Mission:

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

Total Score										
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						59				
Average Score						4.92				

Overall recommendation : _____


LOURDES B. CANO
 Director, ODHRM & OIC Director ODAS

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 2020	June 2020	June 2020	VI	0	
2	A.2 Strengthens the linkages and smooth working relationship with important government agencies	4 linkages (CSC Region 8, CSC Ormoc Field Office, GSIS & DBM)	Jan.-June 2020	June 2020	June 2020	VI	0	
3	A.3 Attends meeting and Provides documents during accreditation; prepares sponsorship letter & Facilitates the distribution	100% of new ad hoc assignments	Jan.-June 2020	June 2020	June 2020	VI	0	
4	A.4. Prepares revise 4 draft L & D for faculty procedure for approval attendance to training/present paper (local & abroad), Study leave & sabbatical leave	4 draft revised procedure prepared/updated	Jan.-June 2020	June 2020	June 2020	VI	0	
5	A.5 Acts as document controller of Learning & Development for Academic	80% prepared files documents ready for ISO accreditation	Jan.-June 2020	June 2020	June 2020	VI	0	
6	A.6 Assist the training coordinator in facilitating the	3 in house trainings facilitated	Jan.-June 2020	June 2020	June 2020			

	in-house training by preparing the training materials, kits, evaluation form, print program of activities and act as facilitator during the training					✓	✓	
7	A.7 Follow up the progress report of the scholars PhD & MS scholars of the 107 PhD & 55 MS	100% of faculty and staff scholars within the country monitored and assisted	Jan.-June 2020	June 2020	June 2020	✓	✓	
8	A.8 Reviews, receives, consolidates, and process requests of faculty for attendance to training/fora/ conferences/Sabbatical Leave/Study Leave	Prepared & processed 200 request 10 Notice of Meeting 10 Minutes of Meeting 200 excerpts 10 certifications	Jan.-June 2020	June 2020	June 2020	✓	✓	
9	A.9 Prepares endorsements, scan and email documents & send thru LBC for CHED-IAS validation & prepares recommendation for BOR approval.	100% of request prepared and processed for CHED-IAS validation & prepares recommendation for BOR approval.	Jan.-June 2020	June 2020	June 2020	✓	✓	
10	A.10 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% of Sabbatical request prepared and processed	Jan.-June 2020	June 2020	June 2020	✓	✓	


11	A.11 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	100% contracts of faculty processed and distributed to concerned faculty	Jan.-June 2020	June 2020	June 2020	VI	0	
12	A.12. Files request to the individual folders of faculty ready for ISO evaluation	100% documents filed ready for ISO evaluation	Jan.-June 2020	June 2020	June 2020	VI	0	
13	A.13 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 facilitated	Jan.-June 2020	June 2020	June 2020	VI	0	
14	A.14. Updates & prepares L & D data for accreditation, submission to CHED and other agencies	100% documents submitted as requested	Jan.-June 2020	June 2020	June 2020	I	05	
15	A.16 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 2020	June 2020	June 2020	VI	0	
16	A.17 Prepares draft ODAHRD OPCR target for review and approval	Approved ODAHRD OPCR target for the whole year	Jan.-June 2020	June 2020	June 2020	VI	0	
17	A.18. Assist the ODAHRD	1 outside agency						

	Director in the facilitation during the bench marking of outside agencies with our HR practices					VI	2	
18	A.19 Act as a second parent of the dorm occupants	31 graduate occupants	Jan.-June 2020	June 2020	June 2020	VI	2	

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

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

Prepared by:


LOURDES B. CANO
 Director, ODAHRD
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Fe L. Limsiaco

Performance Rating: _____

Aim: Develop HR competencies in L&D management

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Send to attend various HR related trainings +
CSC policy updates

Result:

Enhanced HR competencies

Date: _____ Target Date: _____

Next Step:

To review, and prepare + take CSC prep. Exam.

Outcome: Qualified to assume second level position
and assume higher responsibilities

Final Step/Recommendation:

Designate her to act as secretary of the PRAISE

Prepared by:


LOURDES B. CANO

Unit Head

Conforme:


MA. FE L. GAYANILO
Name of Ratee Faculty/Staff