

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION
January – June 2016

Name of Administrative Staff: Ma. Fe L. Gayanilo

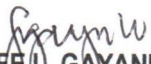
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.Numerical Rating per IPCR	4.61	70%	3.23
2.Supervisor/Head’s assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.60


TOTAL NUMERICAL RATING: 4.60
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.60

ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:


MA. FE L. GAYANILO
Name of Staff


LOURDES B. CANO
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)


I, **MA. FE L. GAYANILO**, of the Office of the Director for Administration and 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 1, 2016 to June 30, 2016.


MA. FE L. GAYANILO
 Ratee


LOURDES B. CANO
 Rater

MFO/PAPS	Success Indicators	Task Assigned	Accomplishment		Rating					Remarks
			Target Jan-June 2016	Actual	%tage	Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services										
OVPAF MFO 2: Human Resource Management & Development										
ODAHRD MFO 1. Administrative & Support Services Management										
PI. 1 Efficient & customer friendly frontline service	A1 Entertains clients and serve them promptly, efficiency and effectively	Entertains faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	5	5	5	5	Zero complaint from
PI. 2 Number of financial and administrative documents acted within the limits set by VSU	A. 2 facilitate in the submission of PMS required documents	follow up documents from VSU Faculty & Staff as required by PMS and submit it as requirements for the release yolanda assistance	100% complied	100% complied	100%	5	5	4	4.67	
	A.3 Processed financial and related documents	Receives, encode/records documents for approval of the ODAHRD Director &	650 documents	877 documents	135%	5	5	4	4.67	
	A.4 Membership in the committee	attend meetings of committee to revised student hand book under student housing & Student Housing Committee	6 attendance	7 attendance	100%	5	5	4	4.67	
	A.5 Receives, review and consolidate request of faculty for scholarship meeting	Number of request receives, notice, referendum, indorsement and excerpts prepared and minutes encoded	145 request, 6 notices, 15 referendum, 15 endorsements and 6 minutes	165 request, 9 notices, 22 referendum, 22 endorsement and 9 minutes	121%	5	5	4	4.67	

PI. 23 % of faculty development related requests endorsed to scholarship committee & awards of attendance prepared	A30: Faculty development requests facilitated	consolidate development related requests from faculty for action/ recommendation of the Scholarship Committee	150 requests facilitated	165 requests facilitated	110%	5	4	4	4.33	
MFO 10. Faculty evaluation services										
	A.14 Number of faculty/subjects evaluated	Facilitates in the evaluation of the performance of the faculty	10 Faculty & 30 Subjects	10 Faculty & 35 Subjects	4.5	5	4	4	4.33	
MFO 11. Other Functions										
	A.15 Adviser of Graduate Dormitory & Member of Student Housing Committee	Attend meetings and act as adviser of the occupants in the dormitory	3 meetings attended and 62 occupants	4 meetings attended and 62 occupants	5	5	4	4	4.33	
Total Over-all Rating									83	
Average Rating (Total Over-all rating divided by 18)			4.61	Comments & Recommendations for Development Purpose:						
Additional Points:										
Punctuality			XX							
Approved Additional points (with copy of approval)			XX							
FINAL RATING										
ADJECTIVAL RATING			4.61							

Received by:

 REMEDIOS L. SORIA
 Planning Office

Calibrated by:

 REMBERTO A. PATINDOL, PhD

Recommending Approval:

 REMBERTO A. PATINDOL
 Chairman PMT/Vice President

Approved by:

 EDGARDO E. TULIN
 President

Date: _____

Date: _____

Date: _____

Date: _____ Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2016

Name of Staff: Ma. Fe L. Gayanilo

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
Total Score		55				

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	4.58				

Overall recommendation : _____



LOURDES B. CANO
Name of Head