



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

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	4.32	70%	<b>3.02</b>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	<b>1.37</b>
<b>TOTAL NUMERICAL RATING</b>			<b>4.39</b>

TOTAL NUMERICAL RATING: 4.39

Add: Additional Approved Points, if any:       

TOTAL NUMERICAL RATING: 4.39


FINAL NUMERICAL RATING 4.39

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

Reviewed by:

  
**LETTY JEAN C. LOR**  
Name of Staff

  
**MARIA AURORA T.W. TABADA**  
Department/Office Head

Approved:

  
**EDGARDO E. TULIN**  
President

Visayas State University  
OFFICE OF THE PRESIDENT (GENDER RESOURCE CENTER)  
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, 2020.

  
**LETTY JEAN C. LOR**

Adm. Aide III (Casual)

  
**MARIA AURORA TERESITA W. TABADA**

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 6. General Administration and Support Services (GASS)									
OP STO 2; Citizens Charter Compliance	PI 1. Percent compliance to Citizen's Charter; 100%	Preparation of vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents and recording and facilitate approval of such	30	33	4	4	3	3.67	Indicated in GRC Logbook (Jan-June)
		Act as dDRC for the Gender Resource Center	100%	100%	4	4	4	4.00	Submitted RFCAs and other needed documents on Feb 2020 and maintained office docs
		Zero percent complaint from clients served	90%	100%	5	5	5	5.00	No complaints received from QAC
								4.22	
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 as stated in GAD Plan and Budget 2020	10	13	4	4	4	4.00	GAD Orientation for BSHRTM on Jan 9; Scio 11's Basic GAD Concepts (4) Discussions; RGADC Meeting on Feb 13; 25th Anniv. Celeb of PCW; Benchlearning for CamSurP.College; AUDRN Int.Conference on Feb 7-8; ASHCom Mtg on Feb 12; GFPS TWG Mtg on Feb 24; GAD Capital Outlay Meeting/s; Womens Mo.Celeb;
		Act as Recording Secretary for the GFPS-TWG	100%	100%	4	3	3	3.33	GFPS TWG meeting on Feb 24
		Preparation of major reports to be submitted to CHED/PCW (GPB and GAR), etc.	1	2	4	4	5	4.33	Submitted GAD Accomplishment Report 2019 on Feb 28; Drafted answer to AOM from COA on Jun 30, 2020



		Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	250	270	5	4	4	4.33	Printed materials for GAD Orientation; Women's Mo celebration and other requests.
	Pl.1. Functional and Responsive ASHU	Receive complainants/inquiries, assist in filing procedures and draft affidavits and minutes of meetings	100%	100%	5	4	4	4.33	ASHCom meeting on 12 February; Facilitated Committee Recommendation to OP re: SH Case 2019-02 on Feb 2020
		Act as Recording Secretary for the Anti-Sexual Harassment Committee	100%	100%	4	3	3	3.33	ASHCom meeting on 12 February
								4.73	
OTHERS		Secretary of the Formal Investigation Committee re: VSU Administrative Case No. 40	0	100%	4	4	4	4.00	Formal Investigation Committee Report was sent to the Office of the President
		Requested as speaker for GAD related orientations/ trainings	0	1	4	4	4	4.00	GAD Orientation for BSHRTM students on 09 Jan 2020
								4.00	
Total Over-all Rating								12.96	
Average Rating (Total Over-all rating divided by 4)						4.32			Comments & Recommendations for Development Purpose: (1) Ms. Lor should complete her MS Development Sociology program this year so she can be eligible for the higher item in the GAD Office under the ROSS. 2) She has the capacity for being a trainor. It is recommended that she attend a training management course so that the GRC can handle its own training programs.
Addittional Points									
Approved Additional points (with copy of approval)									
FINAL RATING						4.32			
ADJECTIVAL RATING						VERY SATISFACTORY			

Evaluated and Rated by:

  
MARIA AURORA T.W. TABADA

Immediate Supervisor

Date: 12/21/20

Approved by:

  
EDGARDO E. TULIN

President

Date: 12/22/20



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January-June 2020**

Name of Staff: **LETTY JEAN C. LOR** Position: **ADMINISTRATIVE AIDE III (Casual)**

**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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	<u>4</u>	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	<u>4</u>	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>4</u>	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12.	Willing to be trained and developed	<u>5</u>	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		55				
Average Score		4.58				

Overall recommendation : Outstanding



**MARIA AURORA T.W. TABADA**

Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LETTY JEAN C. LOR**

Performance Rating: **January-June 2020**

Aim: Become accredited GAD Trainor

Proposed Interventions to Improve Performance: Attendance in trainings on Gender and Development (GAD), training management, and finish MS Development Sociology degree.

Date: January 2020 Target Date: June 2020

First Step:

To check requirements and processes for participation in accredited GAD trainings.

Result: Enhanced knowledge and skills on GAD concepts and tools with certification by PCW

Date: July 2020 Target Date: December 2020

Next Step:

Thesis proposal defense and data gathering.

Continuation of participation in PCW-organized trainings

Outcome: Manuscript writing and submission of first draft

Final Step/Recommendation:

Apply for membership in the Regional Gender Resource Pool

Prepared by:



**MARIA AURORA T.W. TABADA**  
Unit Head

Conforme:



**LETTY JEAN C. LOR**

Name of Ratee Faculty/Staff