







Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

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

LEARNING, DEVELOPMENT AND HUMAN  
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7/17/24  
LUVILLA G. ALCOBER  
Head, LDHRAO  
Immediate Supervisor



"Annex B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. FE L. GAYANILO, of the Learning, Development & Human Resource Accreditation Office 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 to December 2024.

Approved:

MA. FE L. GAYANILO  
Ratee

LUVILLA G. ALCOBER  
Immediate Supervisor

MFO & PAPs	Success Indicators	Tasks Assigned	Target January to December 2024	Actual Accomplishment Jan. to June 2024	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5 Support to Operations (STO)									
VSFC STO 1: ISO 901:2015 Aligned documents									
HRMO STO 1: ISO 9001:2015 Aligned documents									
	PI 1. Number of quality procedures prepared/maintained that are aligned and compliant to ISO 9001:2015 standard	A.1. Revise/update L & D Quality procedure for Faculty Members	2 quality Procedures maintained	2 QP Maintained	5	5	5	5.00	PM-HRM-12 & PH-HRM-11(Faculty Dev. Plan, Study leave, Attendance to Training and Sabbatical leave)
	PI 2. Percentage compliance of HRM practices to ISO 9001:2015	A.2. Act as dDRC of LDHRAO	100% L & D documents are controlled & ISO compliant	100% L & D documents are controlled & ISO compliant	5	5	5	5	
UMFO 6: General Administration and Support Services									
HRMO GASS 1: Human Resource Management & Development									
	PI.11Number of linkages with external agencies maintained	A.3. Strengthen the linkages and smooth working relationship with important government agencies	4 linkages (CSC Region 8, CSC Ormoc Field Office, CHED & DBM)	4 linkages	5	5	5	5.00	(CSC Region 8, CSC Ormoc Field Office, CHED- IAS & DBM)
	PI.13 No. of ad hoc committee assignments served/functions performed	A.4. Act as secretary during VSFC-AS & VASC Meeting	100% of new ad hoc assignments (VSFC-AS & VASC)	100% of new ad hoc assignments	5	5	5	5.00	VSFC-AS, VASC & Housing Committee
		A. 4.1 Prepares Notice of Meeting, Minutes of Meeting, referendum, endorsement & Excerpt	15 Minutes, 15 Notice, 50 referendum, 50 endorsement & 500 excerpts	15, Minutes, 15 Notice, 211 Referendum, 211 endorsement & 621 prepared	5	5	5	5.00	
	PI.16 Efficient & customer friendly frontline service	A.5. Entertain faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
HRMO Director, Unit Heads and Staff									
	PI17.7 Number of VSU employees trained/developed	A.6. Receive, review and process request FACULTY & STAFF for the approval of the President	Faculty:400 Admin: 100	Faculty 287 & Admin. 99	5	5	5	5.00	for 1st Half



		A.6.1. Prepare endorsement for CHED IAS Assessment and recommendation for BOR Approval for faculty study and attend training abroad	15 endorsement & recommendation prepared	39 endorsement for IAS assessment & 49 Recommendation for BOR Approval	5	5	5	5.00	
	PI 17.7 Number of requests for participation to L&D non-degree programs facilitated	A.7. Receive, review and process request for the approval	400 request facilitated	387 request facilitated	5	5	5	5.00	
	PI 17.9 Number of requests for sending faculty/staff to L&D degree programs	A.8 Receive, review, process request of Faculty & Staff for Study Leave, Sabbatical leave & Short Term Training	10 request	19 request for Study leave (18 Fac & 1 Admin.), 10 Sabbatical Leave & 1 Post Doctoral	5	5	5	5.00	
		A.8.1 Prepares Study Leave, Sabbatical leave & Short Term Training contract & Conduct	10 contracts	25 Study Leave & 6 Sabbatical Leave Contracts Prepared	5	5	5	5.00	
	PI 17.10 Number of VSU Scholars monitored	A.9. Follow up progress report of scholars on going and reinstated scholars	105 scholars	119 Scholars	4	5	5	4.7	
<b>Other Accomplishment:</b>									
	PI 18.11 Draft Proposal to Grant Delegated Authority to the Univ Pres to Approve and Issue Authority to Travel Abroad for Faculty and Staff			1 draft proposal submitted to OUADCO and already approved by BOR	5	5	5	5	
<b>Total Over-all Rating</b>								64.70	4.98
	<b>Average Rating (Total Over-all rating divided by 4)</b>								
	<b>Additional Points:</b>								
	<b>Approved Additional points (with copy of approval)</b>								
	<b>FINAL RATING</b>								
	<b>ADJECTIVAL RATING</b>								

Comments & Recommendations for Development Purpose:

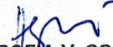
competent and ready for increased higher responsibilities.

Evaluated & Rated by:

  
**LUVILLA G. ALCOBER**  
Immediate Supervisor


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

Recommending approval

  
**HONEY SOFIA V. COLIS**  
Director, HRMO & Head, LDHRAO

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

Approved by:

  
**ELWIN JAY V. YU**  
VP for Adm. & Finance

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

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. FE L. GAYANILO

Performance Rating: Jan-Jun 2024

Aim: To enable data-driven decision-making & improve reporting capabilities

Proposed Interventions to Improve Performance:

Date: July 1, 2024 Target Date: Dec. 31, 2024

First Step: Continuous improvement of the scholarship database  
for efficient report generation

Result: Enhanced accuracy and efficient report generation

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

Next Step: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

 7/17/24  
**LUVILLA G. ALCOBER**  
Head, LDHRAO

Conforme:

 7/18/24  
**MA. FE L. GAYANILO**  
Name of Ratee Staff



# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: LDHRAO


Head of Office: MS. LUVILLA G. ALCOBER

Number of Personnel: 3


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		May 20, 2024 June 19, 2024 May 2, 2024 Jan - 15, 2024 staff meeting			
Coaching					

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

Conducted by:

  
**LUVILLA G. ALCOBER**  
 Head, LDHRAO  
 Immediate Supervisor

Noted by:

  
**HONEY SOFIA V. COLIS**  
 Director, HRMO  
 Next Higher Supervisor