



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ELVIRA B. GORRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING : 4.92
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.92
ADJECTIVAL RATING : Outstanding

Prepared by:


ELVIRA B. GORRE
Administrative Assistant II
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

Jul-Dec 2020

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELVIRA B. GORRE, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) 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, 2020.

ELVIRA B. GORRE
RATEE

Approved:

ELIZA D. ESPINOSA
DIRECTOR, ITEEM

DENNIS P. PEQUE
DEAN, CFES

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2: HIGHER EDUCATION SERVICES									
OVPI UMFO 3. Higher Education Management Services									
PI 10	Number of instructional materials developed	Designs/lays-out covers, reviews and finalizes the layout of instructional materials of the institute	-	3	5	5	5	5.00	Envi 11, Envi 111n, Envi 111e
		Designs cover banners for the online-ready course wares of the BSES program	-	3	5	5	5	5.00	
UMFO 4: EXTENSION SERVICES									
PI 2	Number of copies of training materials prepared/produced	Designs/lays-out and printed invitation brochures/flyers/programs, nametags, certificates, attendance sheets	-	-					Due to pandemic, no trainings conducted for this period
		Designs/lays-out streamers/backdrops	-	-					
PI 3	Number of IEC materials designed/laid-out/printed/reprinted	Designs/lays-out posters/billboards/signages/markers/labels	-	2	5	5	5	5.00	Signage and marker at the VSU fish sanctuary and TED annex area
		Designs/lays-out reports and/or cover	-	1	5	5	5	5.00	Report on the marine assessment conducted at Southern Leyte for GHD project
UMFO 5: SUPPORT TO OPERATION SERVICES									
PI 2	Number of faculty recruited/hired based on needed competencies and aligned with ISO standards	Conducts all the necessary preparations for the hiring: Prepares letter request to hire; posts to online when approved and monitors the posting; sends interview invitations to applicants; prepares interview instruments and applicants' credentials for the	1	3	5	5	5	5.00	3 part-time instructors were hired for the 1 st sem of SY 2020-2021

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		interview panel; consolidates interview ratings, tabulates results and ranks applicants; facilitates the conduct of BIs; prepares recommendation letter to hire and all the necessary supporting documents							
ITEEM MFO 6	Number of hours per month of monitoring conducted	Monitors the ITEEM main library	5	5	4	4	4	4.00	
	Number of recorded users	Monitors library users	-	-					
	Number of new reading materials recorded	Catalogues new reading materials	-	2	5	5	4	4.67	
UMFO 6: ADMINISTRATIVE SUPPORT SERVICES									
PI 2	Number of meetings attended	Attends meetings by ITEEM and CFES	2	6	5	5	5	5.00	
PI 3	Number of documents prepared:								
	Number of documents prepared	Prepares appointments for project/study/component leaders	10	32	5	5	5	5.00	
		Prepares Faculty Workloads: Projected, Actual and Individual	3	11	5	5	5	5.00	
		Prepares letters/notices/memoranda	10	50+	5	5	5	5.00	
		Prepares/consolidates OPCR and IPCR targets and accomplishments and its attachments (Exhibits)	4	50+	5	5	5	5.00	Documents prepared includes all the attachments (Exhibits) to IPCR
	Number of documents acted upon on time & monitored	Reviews/checks and countersigns documents for the director's signature	80	200+	5	5	5	5.00	
		Monitors & acted official e-mails	100	300+	5	5	5	5.00	
		Signs Internal Clearance	10	52	5	5	5	5.00	
	Number of documents filed & retrieved within 3-5 minutes	Checks document file folders	10	40+	5	5	4	4.67	
		Electronically files documents	150	400+	5	5	5	5.00	
		Backs-up CDs/external HDs of e-files	800	2k+	5	5	5	5.00	
	Number of reports consolidated	Reviews, and finalizes the lay-out of the annual report of the institute	-	1	5	5	5	5.00	
	Additional Outputs:								
	Number of requests acted upon	As member of the VSU TWG for printing services, reviews and acts requests for final action of the BAC	1	4	5	5	5	5.00	Thru the VSU SPPMIS
	Number of meetings attended	As committee co-chair/member for university activities and as ITEEM representative	-	-					

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of other IEC materials	Conceptualizes/designs/lays-out Citizen's charter, personnel directory/org structures, posters on courses offered and other info signages/labels for the institute	1	2	5	5	5	5.00	Updating ITEEM's Citizen's charter, org structure, posters for program offerings
PI 13	Zero per cent complaint from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	100% compliant	5	5	5	5.00	
TOTAL OVERALL RATING								4.92	

Average Rating (Total Over-all rating divided by 4)		4.92
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

- Highly commendable for a higher step administrative position.

Keep up the good work!

Evaluated & rated by:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM

DATE

Recommending Approval:


DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:


BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR INSTRUCTION

DATE

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Performance Monitoring Form

NAME OF EMPLOYEE: ELVIRA B. GORRE

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.	<ul style="list-style-type: none"> Oversee the validation and registration of MSTREC, BSEM and BSES students' e-enrollment. 	Validated students' enrollment	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	High time to promote 1 step higher to her present position
2.	<ul style="list-style-type: none"> Prepares all the necessary documents for hiring of faculty and administrative staff, such as letter request to hire and posts online when approved and monitors the posting; Sends interview invitations to applicants; Prepares interview instruments and applicants' credentials for the interview panel; Consolidates interview ratings, tabulates results, and ranks applicants; Facilitates the conduct of BIs and prepares a recommendation letter to hire and all the necessary supporting documents 	Well-informed applicants and interview panels and well-organized hiring of faculty and administrative staff	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
3.	<ul style="list-style-type: none"> Monitors library users; Catalogs new reading materials recorded; and Monitors the ITEEM main library 	Organized library/archive	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
4.	<ul style="list-style-type: none"> Monitors/co-supervises admin staff, GTA, and student assistants; Checks/prepares documents for the Annual Budget required by OVPAF and OVPI; 	Exceptionally supported and sustained administrative, instruction, and research & extension project-based activities	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
	<ul style="list-style-type: none"> Reviews/checks and countersigns documents for the Director's signature; Monitors & acted official e-mails; Signs Internal Clearance; Prepares appointments for project/study/component leaders; Prepares Faculty Workloads: Projected, Actual and Individual; Prepares letters/notices/memoranda; 							

	<ul style="list-style-type: none"> • Prepares overtime requests for staff; • Prepares/consolidates OPCR and IPCR targets and accomplishments and its attachments; • Consolidates annual report of the Institute; 							
5.	<ul style="list-style-type: none"> • Attends meetings by ITEEM, CFES, committee memberships, and/or as ITEEM representative 	Attendance to the meetings	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
6.	<ul style="list-style-type: none"> • As desktop publisher: <ul style="list-style-type: none"> ❖ designs/lays-out covers, reviews, and finalizes the layout of printed IMs, and designs cover banners for the online-ready course wares of the institute's curricular offerings; ❖ designs/lays-out streamers/backdrops, posters/billboards/signages/markers/labels, and reports for research/extension activities of the institute; ❖ conceptualizes/designs/lays-out Citizen's charter, personnel directory/organizational structures, posters on courses offered, and other information signages/labels 	Effective IECs and IMs, produced	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
7.	As member of the VSU TWG for printing services, reviews and acts requests for printing	Quality screened specifications	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
8.	Provides customer-friendly frontline services	Zero% complaint of services	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	

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

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

Prepared by:

ELIZA D. ESPINOSA
Immediate Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period : NOVEMBER – DECEMBER 2020

Name of Staff : GORRE, ELVIRA B.

Position : ADMINISTRATIVE ASSISTANT II

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		59				

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					
Average Score	4.92				

Overall recommendation : She is highly commendable for a higher step administrative position.

Should keep up the good work!

ELIZA D. ESPINOSA
Director, ITEEM

Employee Development Plan

NAME OF EMPLOYEE	ELVIRA B. GORRE
PERFORMANCE RATING	
AIM	To be updated in the new techniques and software on desktop publishing, graphic and webpage designing.

Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: Sep 2020

Target Date: Sep 2020

First Step: One-on-one discussion on upgrading her capabilities in desktop publishing and webpage designing.

Result: The agreement was to send Ms. Gorre for a training on new techniques on layout and web design with the corresponding procurement of updated software and equipment for the job.

Date: Nov 2020

Target Date: March 2021

Next Step: Request to send Ms. Gorre to a training on new techniques on layout and web design, and procure updated software and equipment for desktop publishing job.

Outcome: Web designing and new desktop publishing techniques acquired/enhanced.

Final Step/
Recommendation: Scholarship grant and approval from the scholarship committee to attend a training on new techniques on layout and web design.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


ELVIRA B. GORRE
Ratee