

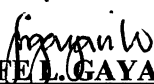
**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATION**  
**July to December 2019**

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	4.79	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.83</b>

TOTAL NUMERICAL RATING: 4.83  
 Add: Additional Approved Points, if any: \_\_\_\_\_  
 TOTAL NUMERICAL RATING: \_\_\_\_\_  
 ADJECTIVAL RATING: 0

Prepared by:

  
**MA. FE L. GAYANILO**  
 Name of Staff

Reviewed by:

  
**LOURDES B. CANO**  
 Department/Office Head

Recommending Approval:

  
**LOURDES B. CANO**

Approved:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

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 July 2018 to December 2018.

  
MA. FE L. GAYANILO  
Ratee

Approved:

  
LOURDES B. CANO  
Director, ODAHRD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administration and Support Services									
OVPAF MFO 1: Human Resource Management & Development									
ODAHRD MFO 1. Administrative & Support Services Management									
PI.1 Efficient & customer friendly frontline service	A1 Satisfied clients due to prompt, efficient and effective service	Entertains 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	A2: Linkages with government agencies which the university transacts business maintained	Strengthens the linkages and smooth working relationship with important government agencies	4 linkages (CSC Region 8, CSC Ormoc Field Office, Pag ibig & DBM)	7 linkages assisted in maintaining (CSC Western Leyte, Regional office, CPOWLI, DBM, CHED, Pag-ibig & PMS)	5	4	5	4.667	
ODAHRD MFO 2:Compliance of existing HRM practices to PRIME-HRM STANDARDS, Level 2									
P.I 8 EEOP compliant policies on recruitment, selection and placement prepared and submitted to CSC	A3: EEOP Compliant Merit System prepared & submitted to CSC	Printed, layouts and packages 3 bookbound of MSP for Faculty & 3 bookbound copies of MSP for Admin and submits to CSC	3 copies of MSP Faculty 3 copies of MSP Adm.	6 revised copies of of MSP for Faculty & Staff	5	5	4	4.667	
ODAHRD MFO 4:	Learning and Development Services								
PI.14 EEOP COMPLIANT POLICIES ON I & dprepared & submitted to CSC	A4: EEOP compliant Learning & Development policies prepared and approved by CSC	Layouts and packages 2 set L & D policies bookbound copies of VSU L & D and submit to CSC	2 Enhanced & EOP compliant L & D policies (faculty & staff) submitted to CSC	2 Enhanced & EOP compliant L & D policies (faculty & staff) submitted to CSC	5	5	4	4.667	

	<b>A5:</b> Percentage implementation of learning and development policies for faculty and staff facilitated and monitored	schedules and prepares notice of meeting ready for distribute to the members of the Committee, encode and process minutes for approval and prepares excerpts and distributes to the requesting party	6 Notice of meeting prepares and distributes to VSFC-A members	12 Notice of meetings prepared & distributes	5	5	4	4.667	
	<b>A6:</b> Number of faculty request facilitated for IAS and BOR Action	Prepares endorsements, scan and email documents & send thru LBC for IAS review & BOR approval	5 request facilitated for IAS review & BOR approval	14 request facilitated & approved by IAS & BOR	5	5	4	4.667	
	<b>A7:</b> Number of PhD & MS scholars facilitated, monitored & assisted	No. of PhD, MS & Sabbatical Leave faculty Facilitates the renewal of contract, monitors progress reports .	10 new scholars existing scholars (75 PhD, 48 MS) & 5 Sabbatical contract	27 new scholars existing scholars (88 PhD, 57 MS) & 10 Sabbatical Contract	5	5	4	4.667	
	<b>A8:</b> Number of Contract prepares, process and distributes to the requesting party	Prepares contract of VSU scholars and Sabbatical leave and process for approval of the President and distributes copies to PRPEO, Records Office, Departments and scholar for their file	10 PhD, 5 MS & 5 Sabbatical	19 PhD, 8 MS & 10 Sabbatical contracts	5	5	5	5	
<b>PI. 15</b> Percentage implementation of learning and development policies for faculty and staff facilitated and monitored	<b>A8:</b> Requests for faculty development	Submits requests of faculty for attendance to training/ fora/conferences to the ODAHRD Director for scholarship committee for recommendation to the President and prepares	3 scholarship/assistantship 150 attendance to trainings/for a/etc. 1 sabbatical leave/secondment	27 scholarship/ assistantship 353 attendance to trainings/for a/etc. & 10 sabbatical leave	5	5	4	4.667	
	<b>A9:</b> Functions as secretary of Academic Scholarship Committee performed	Prepares minutes, excerpts, referendum & endorsements & facilitates the approval of the Academic Scholarship Committee	6 minutes 150 excerpts 20 referendum 20 endorsements	12 minutes, 353 excerpts, 21 referendum & 21 endorsements	5	5	5	5	

	<b>A10:</b> Number of in-house trainings conducted based on approved training design and executed, monitored and evaluated	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	6 in-house trainings facilitated	34 in-house training HR interventions conducted and 2238 participants attended	5	5	5	5	
	<b>A11:</b> Effective and efficient implementation of on boarding program for new employees	Prepares training materials/kits and Help in the facilitation during the conduct of strategic planning and target setting workshop	2 formal orientation for faculty & 100% of new administrative staff oriented	2 formal orientation for faculty & 100% of new administrative staff oriented	5	5	5	5	
		Facilitates in the collection of refund by Submitting the names with attached contract to legal office for collection of refund to VSU Scholars and request computation from Accounting Office of their payments	6 Scholars	6 scholars	5	5	5	5	
Rewards & Recognition Services	<b>A12:</b> EEOP compliant Enhanced PRAISE prepared and approved by CSC	Review, Layout and package 6 bookbound copies of VSU R & R and submit to CSC	Enhanced & EOP compliant PRAISE prepared and approved by CSC	Enhanced and EOP PRAISE submitted to CSC	5	5	5	5	
<b>PI. 19</b> Percentage of nominees to CSC Honors & Awards program assisted and nomination write up submitted on or before deadline	<b>A3.</b> HAP nomination of deserving employees packaged and submitted to CSC	Facilitates and assists in securing documents, and help the nominees in packaging their nomination documents & submits to CSC	4 HAP nominations submitted to CSC	4 HAP nominations submitted to CSC	5	5	5	5	
	<b>A13:</b> Percentage of nominees to CSC Honors & Awards program assisted and nomination write up submitted on or before deadline	Follow up and help package the documents and submit to CSC within the deadline	100% of nominees	100% of the nominees with documents submitted within deadline	5	5	5	5	

<b>ODAHRD MFO6: Innovations &amp; new Best Practices Development Services</b>	<b>A14:</b> Number of manualized PRIME-HRM evidences/documents duly packaged and submitted to CSC	Gathered, prepares documents and ready for review of ODAHRD Director and package for submission to CSC	4 PRIME HRM documents	10 bookbound documents for PRIMRE-HRM accreditation and submitted to CSC	4	5	4	4.333	
	<b>A15:</b> No. of new accreditation/ archival documents gathered and displayed at Archives Center	Layout and package 4 manuals and display at accreditation center	4 manuals displayed at HR Accreditation Center (2 MSP Faculty & Admin, 1 SPMS & 1 R & R	4 manuals displayed at HR Accreditation Center (2 MSP Faculty & Admin, 1 SPMS & 1 R & R	5	5	4	4.667	
<b>MFO 10. Faculty evaluation services</b>									
	<b>A16.</b> Number of faculty/subjects evaluated	Facilitates in the evaluation of the performance of the faculty	4 subjects; 17 faculty evaluated	4 subjects; 17 faculty evaluated	5	5	4	4.667	
Other functions:	<b>A17. Provided</b> Secretariat services in behalf of ODAHRD Director during her official functions when she is outside the university	Attends meeting VSFC Admin, ISA-OP, QAC, BAC, NAPB, and act as recording secretary during the VSFC-A meeting as requested by ODAHRD Director if she is not around	1 VSFC-Admin, 1 VSFC-A, 3 BAC, 1 College of Engineering Washington Accord Accreditation meeting, 1 NAPB	1 VSFC-Admin, 1 VSFC-A, 3 BAC, 1 College of Engineering Washington Accord Accreditation meeting, 1 NAPB	5	5	4	4.667	
	<b>A18:</b> Actd as Adviser of the Graduate Dormitory	actS as a second parent of the dorm occupants	31 graduate occupants	31 graduate occupants	5	5	5	5	
	<b>PI. 19.</b> Number of best practices introduced, implemented and benchmarked	Assist the Director for ODAHRD during the bench marking & orientation	1 LGU Baybay, PIT & LTO	1 LGU Baybay, PIT & LTO	4	5	5	4.667	
<b>Total Over-all Rating</b>								4.794	

Average Rating (Total Over-all rating divided by 4)		4.79
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.79
ADJECTIVAL RATING		

Evaluated & Rated by:

**LOURDES B. CANO**  
Director, ODAHRD

Calibrated by:

**REMBERTO A. PATINDOL**  
PMT & Vice President

Approved by:

**REMBERTO A. PATINDOL**  
Vice-President of Adm. & Finance

Comments & Recommendations for Development Purpose:

To attend advanced training on training facilitation.

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July To December 2018

Name of Staff: MA. FE L. GAYANILO      Position: Admin 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

<b>A. Commitment (both for subordinates and supervisors)</b>		<b>Scale</b>				
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	(5)	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Total Score					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	<b>Scale</b>				
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					

Overall recommendation : \_\_\_\_\_

  
LOURDES B. CANO  
 Name of Head

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: ODAHRD

Head of Office: LOURDES B. CANO

Number of Personnel: Ma. Fe L. Gayanilo

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
September 11, 2018		Group monitoring of preparations			For PRIME HRM on-line Assessment
September 12, 2018		Review of evidences per area			
September 21, 2018		Staff meeting			Re: Packaging of documents
Coaching					

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

Conducted by:

  
**LOURDES B. CANO**  
 Immediate Supervisor

Noted by:

  
**REMBERTO A. PATINDOL**  
 Next Higher Supervisor



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: ODAHRD

Head of Office: LOURDES B. CANO

Number of Personnel: Ma. Fe L. Gayanilo


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
July 10, 2018		Staff meeting			Come up with L & d training report
Coaching					

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

Conducted by:

  
**LOURDES B. CANO**  
Immediate Supervisor

Noted by:

  
**REMBERTO A. PATINDOL**  
Next Higher Supervisor