



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MARIA PRECILLA B. GORRE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: _____ **4.81**
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____ **4.81**

FINAL NUMERICAL RATING _____ **4.81**

ADJECTIVAL RATING: _____ **Outstanding**

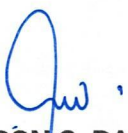
Prepared by:


MARIA PRECILLA B. GORRE
Name of Staff

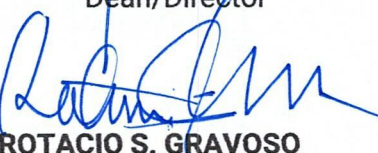
Reviewed by:


ROSARIO P. ABELA
Department/Office Head

Recommending Approval:


BAYRON S. BARREDO
Dean/Director


Approved:

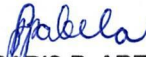

ROTACIO S. GRAVOSO
Vice President




INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA PRECILLA B. GORRE, an administrative staff of the DEPARTMENT OF TEACHER EDUCATION commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period July to December 2024.


MARIA PRECILLA B. GORRE
 Administrative Aide IV
 Date: Dec. 27, 2024

Approved: 
ROSARIO P. ABELA
 Head, DTE
 Date: Jan-3, 2025


BAYRON S. BARREDO
 Dean, CE
 Date: 1-4-24

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPAAs MFO 3. Higher Education Management Services											
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	10	8	5	5	4	4.7	Assisted faculty in gathering docs, emailed and printed as needed. Docs for AACUP (MEd, BECEd and BSEd)
UMFO 5. SUPPORT TO OPERATIONS											
	OVPAAs MFO 4. Program and Institutional Accreditation Services										
	PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	5	5	4	4.7	During ISO Internal and External Audit

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		A 45. Compliance to all requirements of the program and institutional accreditations:		Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.0	During ISO Internal and External Audit
		On program accreditations									
	PI 9. Additional Outputs	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attended	Attends various university seminars/workshops	3	3	5	5	5	5.0	1. SEMINAR WORKSHOP ON BASIC RECORDS AND ARCHIVES MANAGEMENT (BRAM) 2. FROM POLICY TO PRACTICE: EODB, DPA OF 2012, AND PIA REORIENTATION FOR VISAYAS STATE UNIVERSITY (VSU) PERSONNEL 3. SHAPING CULTURE: EMBRACING VALUES FOR PRODUCTIVE WORKPLACE PERFORMANCE
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Initiates/ introduces improvements in performing functions resulting to best practice	1	1	5	5	4	4.7	Created Spreadsheet of link for forms and other needed documents of the faculty members of DTE
		A 48. Other outputs implementing the new normal due to covid 19		Disinfect the area of work especially the table used, printer, computer and the IP phone	12	12	5	5	4	4.7	Cleaned the workplace twice a month
		Number of documents attended and served	Documentation	Prepares administrative and financial matter of the department. And facilitated in the signing of documents to the Head.	600	1789	5	5	5	5.0	processed and controlled documents
				Drafts Individual Faculty Workload	20	18	5	5	4	4.7	1st Semester AY: 2024-2025

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
				Prepares report of actual teaching load	2	1	5	5	5	5.0	1st Semester AY: 2024-2025
				Scans and uploads documents in QMS documentation google drive	30	105	5	5	5	5.0	Docs scanned and uploaded to google drive
		Number of office and laboratory equipment purchased	Documentation	Prepares purchase request	10	19	5	4	4	4.3	For 2024 and 2025
				Prepares Project Procurement Management Plan (PPMP)	1	5	5	5	4	4.7	For 2025 and 2026 DSEd and DEECed
		Number of Payrolls prepared	Prepared and review Cooperative Teacher's Payroll	Prepares and reviews Cooperative Teacher's Payroll	15	17	5	5	4	4.7	For 1st Semester, 2023-2024
		Number of OPCR and IPCR prepared and finalized	Prepares and finalize	Prepares the OPCR of the Department and IPCR of the Head, finalize IPCR of the faculty under the department	12	19	5	5	5	5.0	July to December IPCR and OPCR Accomplishment 2024
Number of PIs							15				
Total Over-all Rating							72.00				
Average Rating							4.800				
Adjectival Rating							Outstanding				

Comments & Recommendations for Development Purpose:

Keep up your commendable performance in the office.

Evaluated and Rated by:

Rosario P. Abela
ROSARIO P. ABELA

Head, DTE

Date: *Jan 3, 2025*

Recommending Approval:

Bayron S. Barredo
BAYRON S. BARREDO

College Dean

Date: *1-4-25*

Approved:

Rotacio S. Gravoso
ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: *1/23/25*

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Teacher Education


Head of Office: Rosario P. Abela

Number of Personnel: 32

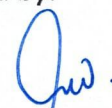
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		<ul style="list-style-type: none">• On the making of the OBE course syllabus• On the Implementation of the New Curricula• On the implementation of Synchronous and asynchronous classes		Notice of Meetings/Routing Slip	Conducted during regular monthly meetings
Coaching	<ul style="list-style-type: none">• On the making of Test Questionnaire and Table of Specifications• On the contents of the new courses offered• On the faculty with satisfactory rating on TPES			Notice attached to evaluation form/Routing Slip	Conducted individually

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

Conducted by:


ROSARIO P. ABELA
 Immediate Supervisor

Noted by:


BAYRON S. BARREDO
 Next Higher Supervisor

PERFORMANCE MONITORING FORM

Name of Employee: **Maria Precilla 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	Monitor and document licensure exams result	60%	Jan. 2024	December 2024	December 2024	Very impressive	Outstanding	Result of March 2024 Exam and September 2024 Exam
2	Prepare required documents that will serve as proof/evidence per CMO requirements	100%	Jan. 2024	December 2024	December 2024	Very impressive	Very satisfactory	Continual preparation of documents
3	Maintain documents related to accreditation	100%	Jan. 2024	December 2024	December 2024	Very impressive	Outstanding	AACCUP PSV and Level I Accreditation (passed)
4	Facilitate and assist the application of faculty for study leave	1	Jan. 2024	December 2024	December 2024	Very impressive	Outstanding	Assisted Ms. Custodio, Peñalosa and Garingalao study leave
5	Facilitate and assist faculty recommended for training/ seminars/ workshops	20	Jan. 2024	December 2024	December 2024	Very impressive	Outstanding	assisted 96 trainings for recommendation
6	Abide by the ISO 9001:2015 clauses and the VSU QMS	80%	Jan. 2024	December 2024	December 2024	Very impressive	Outstanding	No NC
7	Submit PPMP	2	Jan. 2024	December 2024	December 2024	Very impressive	Outstanding	Submitted PPMP charged to General Fund and STF with indicative PPMP for 2025 & 2026
8	To assist clients during office hours	100%	Jan. 2024	December 2024	December 2024	Very impressive	Outstanding	No complaint filed
9	Assist the department head in the conduct of planning sessions and/related activity	2	Jan. 2024	December 2024	December 2024	Very impressive	Outstanding	Assisted during planning and tracking of targets
10	Prepare notice, attendance sheets and minutes of meeting	6	Jan. 2024	December 2024	December 2024	Very impressive	Outstanding	6 department regular and emergency meetings
11	Prepare and process office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS, et. al	600	Jan. 2024	December 2024	December 2024	Very impressive	Outstanding	1789 routinary documents

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

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

Prepared by:

Rosario P. Abela
ROSARIO P. ABELA
 Department Head

Employee Development Plan

Name of Employee: **Maria Precilla B. Gorre**
Performance Rating: **4.81 (O)**

Aim: To become an effective and efficient overall records manager and front desk officer of the Department of Teacher Education (DTE) in support to department's program accreditation and evaluation.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step

- Continual supervision of the DTE's Records Management with Ms. Gorre as in-charge in all levels of accreditation, evaluation and audit; and orientation of the old and new records and procedures and management practices.

Results:

- Stable and complete DTE records as evidence during accreditation and audit
- Positive feedbacks from faculty members and from accreditors and auditors.

Date: July 2024

Target Date: December 2024

Next Step:

- Continuous improvement of the plans and programs of the department's records management


Outcomes:

- Well organized and managed DTE records


Final Steps/Recommendations:

- Standardize and implement the procedures in the proper management of DTE's records following the 5S principles
- Ms. Gorre should continuously attend training, seminars, and workshops to strengthen her competencies and qualifications as records controller of the department.

Prepared by:


ROSARIO P. ABELA
Head, DTE

Conforme:


MARIA PRECILLA B. GORRE
Admin. Aide IV



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2024

Name of Staff: Maria Precilla B. Gorre

Position: Administrative 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

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		58				
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						
Overall recommendation: you did a great job in the office. Keep up your commendable performance.						


ROSARIO P. ABELA
 Immediate Supervisor