



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

RECEIVED
609-784
24 JUL 2023
gzy

Annex P

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	4.98	70%	3.486
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.962

TOTAL NUMERICAL RATING: 4.962

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.962

FINAL NUMERICAL RATING 4.962

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

gzy 7/21/2023
MA. FE L. GAYANILO
Name of Staff

Honey 21 JUL 2023
HONEY SOFIA V. COLIS
OIC Head, LDRAO

Recommending Approval:

Honey 21 JUL 2023
HONEY SOFIA V. COLIS
Director, HRMO

Approved:

21 JUL 2023
DANIEL LESLIE S. TAN
Vice President

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009-384
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"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 June 2023.

Approved:

MA. FE L. GAYANILO

Ratee

21 JUL 2023

HONEY SOFIA V. COLIS

Immediate Supervisor

MFO & PAPs	Success Indicators	Tasks Assigned	Target January to December 2022	Actual Accomplishment Jan. to June 2022	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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	4 quality Procedures maintained	6 quality Procedures maintained	5	5	5	5	passed the ISO Internal Audit
	PI.2. Percentage compliance of HRM practices to ISO 9001:2015 standards	A.2. Act as dDRC of LDHRAO	100% L & D documents are controlled & ISO compliant	100% L & D documents are controlled & ISO pass ISO Audit	5	5	5	5	passed the ISO Internal Audit
UMFO 6: General Administration and Support Services									
HRMO GASS 1: Human Resource Management & Development									
	PI.2 No. 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)	6 linkages	5	5	5	5	CSC Region 8, CSC Ormoc Field Office, CHED IAS, GSIS, SSS, PAG-IBIG & DBM)
	PI.4 No. of ad hoc committee assignments served/functions performed	A.4. No. of ad hoc committee assignments served/ functions performed	100% of new ad hoc assignments (VSFC-AS)	100% of new ad hoc assignments (VSFC-AS)	5	5	5	5	VSFC-AS & VSC
	PI.5 Efficient & customer friendly frontline service	A.5. Entertain faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	Zero Complaint	5	5	5	5	Facultu & Staff from Main Campus & External Campus
HRMO Director, Unit Heads and Staff									
	PI. 1 No. of In-house L & D activities planned, conducted/facilitated	A.6. Assist the OHLDHRA In-charged to faciitate in the conduct of the HR activities & intervention	30 In-house seminar workshops/ skills trainings/orientations conducted/facilitated	16	5	5	4	4.7	
	PI.4 Number of requests for external trainings/seminar-workshops/attendance to conferences fora	A.7. Receive, review and process request for the approval of the President	500 request for external trainings/seminar-workshops/attendance to conferences for a/sabbatical leave/scholarships/ fellowships facilitated	504	5	5	5	5	359 Faculty Members & 145 Admin Staff

		A.8. Prepare endorsement for CHED IAS Assessment and recommendation for BOR Approval for faculty study and attend training abroad	15 endorsement & recommendation prepared	77 request for travel abroad processed for CHED IAS Assessment and recommendation prepared for BOR Approval.	5	5	5	5	
	PI.4 No. of requests for sending faculty staff for new scholarships/ Fellowship facilitated	A.9. Receive, review and process request for the approval	25 request facilitated	18 request facilitated	5	5	5	5	PhD 12 & 6 MS
		A.10. Prepare contract faculty scheduled for study leave & sabbatical leave & conduct orientations for faculty on study leave	15 contracts & orientations conducted	26 Contracts prepared, 18, Scholarship, 3 sabbatical leave & 1 Post Doctoral	5	5	5	5	23 contract for study leave & 3 contract for sabbatical leave and 3 orientations conducted for VSU Scholars
	PI.5 Number of scholars Monitored	A.11. Follow up progress report of scholars on going and reinstated scholars	55 scholars	245 on-going scholars Faculty & 2 Admin Staff	5	5	5	5	245 on Study Leave (106 on going & 84 on-going but reinstated)
	PI. 6 Number of request on sabbatical leave for faculty member facilitated	A.12. Receive, review and process request for the approval of the President	5 request	3	5	5	5	5	Dr. Martinez, Dr. Ceniza & Dr. Baldos for Sabbatical & Dr. Tulin for Post Doctoral
Innovations (not included in the target)									
		A.13 Prepares draft on Prepares draft on L & D Guidelines for Admin Staff	1 L & D Guidelines for Admin Staff	1	5	5	5	5	Submitted to VASC for President's approval & then for BOR approval.
Total Over-all Rating									64.70
	Average Rating (Total Over-all rating divided by 4)	4.98							
	Additional Points:								
	Approved Additional points (with copy of approval)								
	FINAL RATING	4.98							
	ADJECTIVAL RATING	0							

Comments & Recommendations for Development Purpose:
very dedicated on her job.

Evaluated & Rated by:

Hs
HONEY SOFIA V. COLIS
 Immediate Supervisor

Date: **21 JUL 2023**

Recommending approval

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

Date: **21 JUL 2023**

Approved by:

DLT
DANIEL LESLIE S. TAN
 VP for Adm. & Finance

Date: **21 JUL 2023**

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

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
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				
	5	4	3	2	1
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					59
Average Score					4.92

Overall recommendation : _____

Hms 21 JUL 2023

HONEY SOFIA V. COLIS

Director, HRMO & Head, LDHRAO

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-PRO-14
v1 05-27-2020

No. 01

PERFORMANCE MONITORING & COACHING JOURNAL

/	1 st	QUARTER
/	2 nd	
	3 rd	
	4 th	

Name of Office: LEARNING, DEVELOPMENT & HUMAN RESOURCE ACCREDITATION OFFICE

Head of Office: HONEY SOFIA V. COLIS


Number of Personnel: 3


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	/	/	/	/	
	via virtual meeting and face to face	frequent virtual meetings		Submission of accomplishment Report	
Coaching	/				

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

Conducted by:

Noted by:

 21 JUL 2023
HONEY SOFIA V. COLIS
 Immediate Supervisor

 21 JUL 2023
DANIEL LESLIE S. TAN
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. FE L. GAYANILO
Performance Rating: January to June 2023

Aim: Further enhance HR Competencies

Proposed Interventions to Improve Performance:

Date: Jan 2023 Target Date: Dec. 31, 2023

First Step: Recommend to attend continuing Prof. Educ for HR practitioners

Result: Union Pres. approved Ms. Gayanillo's participation to the 2023 Visayas-wide Continuing Prof. Education for HR Practitioners last Mar. 6-8, 2023 at Iloilo City.

Date: July 1, 2023 Target Date: December 31, 2023

Next Step:

Outcome: Equipped & updated on latest CSC courses and programs.

Final Step/Recommendation:

To recommend to continued competency-based training such as training on leadership / supervisory roles.

Prepared by:

Honey Sofia V. Colis 21 JUL 2023
HONEY SOFIA V. COLIS
Director, HRMO & Head, LDHRAO

Conforme:

MA. FE L. GAYANILO 21 JUL 2023
Name of Ratee Faculty/Staff