



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **LETTY JEAN C. LOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.09	70%	2.86
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.29</b>

TOTAL NUMERICAL RATING: **4.29**

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.29**


FINAL NUMERICAL RATING **4.29**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

  
**LETTY JEAN C. LOR**  
Name of Staff

Reviewed by:

  
**MARIA AURORA TERESITA W. TABADA**  
Department/Office Head

Approved:

  
**PROSE IVY G. YEPES**  
President

Visayas State University  
**OFFICE OF THE PRESIDENT (GENDER RESOURCE CENTER)**  
 Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, **LETTY JEAN C. LOR**, Administrative Aide IV, commits to deliver and agree to be rated on the attainment of the following targets/accomplishments in accordance with the indicated measures for the period **January-June 2024**.

  
**LETTY JEAN C. LOR**  
 Adm. Aide IV

  
**MARIA AURORA TERESITA W. TABADA**  
 Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accom- pli shment	Rating				Remarks
					Q1	Q2	Q3	Q4	
UMFO 6. General Administration and Support Services (GASS)									
UMFO 6. General Administration and Support Services (GASS)	Client-centered governance	Preparation of vouchers, PRs, RIS, TOs, trip tickets, DTR's, leave application, permits, job request and other official documents and recording and facilitate approval of such	200	168	4	4	4	4.00	Based on HRIS
		Zero percent complaint from clients served	90%	100%	5	5	5	5.00	No complaints received
	Functional GRC	Facilitated trainings/meetings/functions conducted for VSU faculty, staff, students and clients as stated in GAD Plan and Budget & OPCR 2024	90%	40.34%	3	3	3	3.00	GPB 2024 accomplishments
		Preparation of major reports to be submitted to CHED/PCW (GPB and GAR)	2	1	4	4	4	4.00	GAR 2023 & GPB 2025 (Oct 2024)
	Functional and Responsive ASHU	Receive complainants/inquiries, assist in filing procedures and draft affidavits and minutes of meetings	100%	100%	4	4	4	4.00	When requested by immediate supervisor since not member of core ASH Com

OP GASS 1: Submission of Agency Procurement Plan	PI 1: Number of PPMP submitted on or before prescribed deadline	Prepare drafts/submit PPMP on or before prescribe deadline	1	2	5	5	5	5.00	Submitted to SPPMIS		
OTHERS		Act as dDRC for the Gender Resource Center	100%	100%	4	4	4	4.00			
		Act as Recording Secretary for the GFPS-TWG	100%	80%	3	3	3	3.00			
		Secretary to University Investigation Committee/s	0	1	4	4	4	4.00			
		Requested to serve as facilitator/emcee/organizer in various university events	0	4	5	5	5	5.00			
		Membership/Designations to various University Committees	0	1	4	4	4	4.00			
Total Over-all Rating					4.09	4.09	4.09	4.09			
Average Rating (Total Over-all rating divided by 4)		4.09			<b>Comments &amp; Recommendations for Development Purpose:</b> Ms. Lor has mastered the GAD Planning and Budgeting Process and requirements. Her knowledge of and skills on GAD, and training facilitation has helped the Gender Resource Center respond effectively and efficiently in its multiple tasks. She is an asset to VSU and she deserves to be promoted. She has also completed her MS Development Sociology degree. I would like to recommend that she be promoted to Planning Officer I to focus on GAD planning, budgeting, implementation, monitoring, and evaluation. If she is transferred to another office for promotion, she will be an asset to that office. However, it will also mean that VSU's GAD Program will suffer a major setback.						
Additional Points											
Approved Additional points											
FINAL RATING		4.09									
ADJECTIVAL RATING		VERY SATISFACTORY									

**Evaluated and Rated by:**

**MARIA AURORA T.W. TABADA**

Immediate Supervisor

Date: 07/25/24

**Approved by:**

**PROSELY G. YEPES**

President

Date: 07/25/24

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: GENDER RESOURCE CENTER

Head of Office: MARIA AURORA TERESITA W. TABADA

Number of Personnel: 1 REGULAR; 2 JOB ORDERS

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		Minutes of Meetings			Monthly meeting (Regular and Special)
Office Attendance				Logbook, DTR/Biometrics	Monthly
Attendance to University Events			University Memos / Invitations	Attendance Certificate	Jan-Dec 2024
Compliance to University Memos			University Memos / Invitations	Compliance Report	
Leave				Leave Form	
Coaching					
Staffs' Attendance to trainings			University Memos / Invitations	Attendance Certificate	Jan-Dec 2024

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

Conducted by:

Noted by:

  
**MARIA AURORA TERESITA W. TABADA**  
 Immediate Supervisor

  
**PROSE IVY G. YEPES**  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LETTY JEAN C. LOR**  
Performance Rating: **January-December 2024**

Aim: Become a certified GAD Trainor

Proposed Interventions to Improve Performance: Attendance in PCW certification program training; management program and finish MS Development Sociology.

Date: January 2024 Target Date: June 2024

First Step:

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Thesis defense and completion of MS Degree  
Apply for membership in the Regional Gender Resource Pool.

Result: Approved thesis proposal and conduct of study

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Date: July 2024 Target Date: December 2024

Next Step:

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Pass return demonstration for the Regional Gender Resource Pool.  
Attend PCW certification program

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Outcome: Completion of MS Degree.

Final Step/Recommendation:

MS Development Sociology graduate  
RGADC and/or PCW-Certified GAD trainer

Prepared by:

  
**MARIA AURORA T.W. TABADA**  
Unit Head

Conforme:

  
**LETTY JEAN C. LOR**  
Name of Ratee Faculty/Staff



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January-June 2024**

Name of Staff: **LETTY JEAN C. LOR**

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	57				
Average Score	4.75				

Overall recommendation : OUTSTANDING

  
**MARIA AURORA TERESITA W. TABADA**  
 Printed Name and Signature  
 Head of Office