



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	4.5	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
TOTAL NUMERICAL RATING			4.50

TOTAL NUMERICAL RATING: 4.50

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.50

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

Reviewed by:


LETTY JEAN C. LOR
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Approved:


EDGARDO E. TULIN
President

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
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FM-PRO-13
v1 05-27-2020

No. 2022-01

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

RECEIVED

24 MAY 2022

I, LETTY JEAN C. LOR, Administrative Aide III, 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 July-December, 2021.

LETTY JEAN C. LOR
Adm. Aide III


MARIA AURORA TERESITA W. TABADA
Head

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishmen	Rating				Remarks
					Q1	E2	T3	A4	
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	100	135	5	5	4	5	Based on Office Logbook
		Prepare drafts/submit PPMP on or before prescribe deadline	1	1	4	4	4	4	Savings for GAD Furnitures and Fixtures
		Zero percent complaint from clients served	90%	100%	5	5	5	5	No complaint received.

Functional GRC	Facilitated trainings/ meetings/functions conducted for VSU	36	34	4	4	4	4	Refer to GAR 2021 and OPCR 2021
	Act as Recording Secretary for the GFPS-TWG	100%	100%	4	4	3	4	GFPS Meetings: February, March, and October 2021.
	Preparation of major reports to be submitted to CHED/PCW (GPB and GAR)	2	3	5	4	4	4	Submission of GAR 2020; GPB 2022 and COA AOM Reply.
	Reproduces and collates handouts, forms, brochures, manuals and other documents including IEC materials.	500	1040	5	5	5	5	Based on Office Logbook (540 office docs) (400 trng handouts) (100 brochures)
	Act as dDRC for the Gender Resource Center	100%	4	4	4	4.00	4	
				22	21	20	4.20	
Functional and Responsive ASHU	Receive complainants/ inquiries, assist in filing procedures and draft affidavits and minutes of meetings	100%	100%	5	5	5	5	Assisted SH Complaint 2021-01 with Decision already from the Disciplining Authority.
	Act as Recording Secretary for the Anti-Sexual Harassment Committee	100%	100%	4	4	4	4	
				9	9	9	4.50	

Innovations & Best Practices Management	Secretary to University Investigation Committee/s	0	2	5	5	5	5	IC 419-B (show-cause order) and IC 044
	Participation in the RGADC activities	0	1	5	5	5	5	Served as Moderator during the Levelling Sessions on Basic GAD Concepts, Gender Analysis, Gender Analysis Tools, and
	Served as facilitator/emcee/organizer in various university events	0	2	5	5	5	5	Breast cancer Awareness Month by USHER (Oct) and ISRDS Anniversary (Sept)
				19	19	19	4.75	
Total Over-all Rating			64	63	61	18		
Average Rating (Total Over-all rating divided by 4)		4.50		Comments & Recommendations for Development Purpose: Should complete her MS Development Sociology degree to add depth and perspective to her work considering that the GAD Program is now the Gender Resource Center. On the one hand, she shows innate aptitude to be a trainer. Ms. Lor is highly trained in the GAD competencies such as GAD planning & budgeting. She is an asset to the GRC and to VSU, as a whole. In the long term it is recommended that the GRC be given a plantilla position requiring the competencies of a GAD specialist so that the staff assigned can grow in the position since acquiring the GAD competencies requires time, training, and mentoring.				
Addittional Points								
Approved Additional points (with copy of approval)								
FINAL RATING								
ADJECTIVAL RATING		Outstanding						

Evaluated and Rated by:


MARIA AURORA T.W. TABADA
 Immediate Supervisor
 Date: _____

Approved by:


EDGARDO E. TULIN
 President
 Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-December 2021

Name of Staff: LETTY JEAN C. LOR Position: ADMINISTRATIVE AIDE III

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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>4</u>	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	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>4</u>	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	<u>4</u>	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1

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Total Score						
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		53				
Average Score		4.5				

Overall recommendation : OUTSTANDING


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LETTY JEAN C. LOR

Performance Rating: January-December 2021

Aim: Become GAD Trainor

Proposed Interventions to Improve Performance: Sent to trainings on training management and finish MS DevSoc.

Date: January 2021 Target Date: January 2021

First Step:

To check requirements and processes for participation to GAD trainings.

Result: Enhanced knowledge and skills on GAD concepts and tools with certification by PCW

Date: July 2021 Target Date: December 2021

Next Step:

Thesis proposal defense and data gathering.


Continuation of participation in PCW-organized trainings

Outcome: Manuscript writing and submission of first draft.

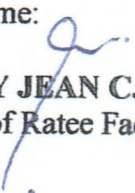
Final Step/Recommendation:

Apply for membership in the Regional Gender Resource Pool.

Prepared by:


MARIA AURORA T.W. TABADA
Unit Head

Conforme:


LETTY JEAN C. LOR
Name of Ratee Faculty/Staff