



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.93	70%	3.5
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.93

TOTAL NUMERICAL RATING: 4.93
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.93

FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: 0


Prepared by:


MA. FE L. GAYANILO
Name of Staff

Reviewed by:


HONEY SOFIA V. COLIS
Department/Office Head

Recommending Approval:


HONEY SOFIA V. COLIS
Director, ODHRM

Approved:


DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Approved:

MA. FEL. GAYANILO
Ratee

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									
ODHRM 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	4 quality Procedures maintained	5	5	5	5	
	PI.2. Percentage compliance of HRM practices to ISO 9001:2015 standards	A.2. Act as dDRC of OHLDHRA	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									
ODHRM GASS 1: Human Resource Management & Development									
	PI.5 Efficient & customer friendly frontline service	A.3. Entertain faculty & staff needing assistance or services of the office	Zero percent complaint from clients served	Zero Complaint	5	5	5	5	
	PI.2 No. of linkages with external agencies maintained	A.4. 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.5. 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, Citizen Charter Committee & Institution Accreditation.,
ODHRM Director, Unit Heads and Staff									

	Pl. 1 No. of In-house L & D activities planned, conducted/facilitated	A.6. Assist the OHLDHRA In-charged to facilitate in the conduct of the HR activities & intervention	10 In-house seminar workshops/ skills trainings/orientations conducted/facilitated	19	5	5	4	4.7	
	Pl.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	150 request for external trainings/seminar-workshops/attendance to conferences for a/sabbatical leave/scholarships/fellowship s facilitated	488	5	5	5	5	Jan-Jun 2022: 344 Admin: 45 F=32; M=13 Faculty: 299 Jul-Dec 2022: 488 Admin: 202 F=159; M=43 Faculty: 286 Local=238; Foreign=48
		A.8. Prepare endorsement for CHED IAS Assessment and recommendation for BOR Approval for faculty study and attend training abroad	10 endorsement & recommendation prepared	76 request for travel abroad received, reviews & precessed for travel for CHED IAS Assessment and recommendation prepared for BOR Approval.	5	5	5	5	
	Pl.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	23	5	5	5	5	Jan-Jun 2022: 6 Faculty: PhD: F=4; M=1 MS: F=1; M=0 Jul-Dec 2022: 23 Admin: F=1; M=0 Faculty: PhD: F=9; M=4 MS: F=4; M=5
		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 & conducted 4 orientation of the VSU Scholars & 3 for sabbatical leave	5	5	5	5	23 contract for study leave & 3 contract for sabbatical leave and 3 orientations conducted for VSU Scholars
	Pl.5 Number of scholars Monitored	A.11. Follow up progress report of scholars on going and reinstated scholars	70 scholars	171	5	5	5	5	Admin: 6 F=5; M=1 Faculty: 165 PhD: F=58; M=46 MS: F=28; M=33
	Pl. 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	4	5	5	4.7	Dr. Cagasan, Dr. Sinon & Dr. Gonzaga contracts & 1 mid term report of Dr. Bañoc
		A.13 Prepares draft on revision of two (2) L & D Guidelines	2 L & D Guidelines updated	1	5	5	4	4.7	Submit for BOR Approval Post Doctoral Guidelines
Total Over-all Rating								64	

	Average Rating (Total Overall rating divided by 4)	4.925641026							
	Additional Points:								
	Approved Additional points (with copy of approval)								
	FINAL RATING	4.93							
	ADJECTIVAL RATING	0							

Comments & Recommendations for Development Purpose:

Retooling in document record management

Evaluated & Rated by:

Recommending approval

Approved by:

[Signature]
HONEY SOFIA V. COLIS
Immediate Supervisor

[Signature]
HONEY SOFIA V. COLIS
OIC Director, ODHRM

[Signature]
DANIEL LESLIE S. TAN
VP for Adm. & Finance

Date: _____

Date: _____

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 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										
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)						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 : _____


HONEY SOFIA V. COLIS

Officer-In-Charge, OHLDHRA
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. FE L. GAYANILO
Performance Rating: July 1, to December 31, 2022

Aim: Further enhance HR Competencies

Proposed Interventions to Improve Performance:

Date: July 1, 2022 Target Date: December 31, 2022

First Step:

Recommend to participate in the Regional HRMPs Summit of Eastern Visayas.

Result:

Date: July 1, 2022 Target Date: AUG. 24-26, 2022
~~December 31, 2022~~

Next Step:

Participate in the Regional HRMP Summit of Eastern Visayas.

Outcome:

Final Step/Recommendation:

Continue participation / attendance on retooling of skills as learning & development staff.

Prepared by:

HONEY SOFIA V. COLIS
OIC Head, RSPPRO

Conforme:

MA. FE L. GAYANILO
Name of Ratee Faculty/Staff