



**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	4.95	70%	3.465
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.965</b>

TOTAL NUMERICAL RATING: 4.965

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.965

FINAL NUMERICAL RATING 4.965

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


  
**MA. FE L. GAYANILO**  
Name of Staff

  
**LUVILLA G. ALCOBER**  
Head, LDRAO

Recommending Approval:

  
**HONEY SOFIA V. COLIS**  
Director, HRMO

Approved:

  
**EDGARDO E. TULIN**  
OIC Vice President for Admin. & Finance

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 July to December 2023.

Approved:

MA. FE L. GAYANILO 1/19/24  
Ratee

LUVILLA G. ALCORER 1/19/24  
Immediate Supervisor

MFO & PAPs	Success Indicators	Tasks Assigned	Target January to December 2022	Actual Accomplishment July to December 2023	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	4	4.67	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	20	5	5	4	4.67	1st half 16 & 2nd half 20



	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	1,271	5	5	5	5	1st half-359 Faculty Members & 145 Admin Staff & 2nd half 1186 Faculty & 85 Admin Total 1,775
		A.8. Prepare endorsement for CHED IAS Assessment and recommendation for BOR Approval for faculty study and attend training abroad	15 endorsement & recommendation prepared	13 request for travel abroad processed for CHED IAS Assessment and recommendation prepared for BOR Approval.	5	5	5	5	77 for 1st half & 13 for the 2nd half request for travel abroad processed for CHED IAS Assessment and recommendation prepared for BOR Approval.
	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	7 request facilitated	5	5	5	5	1st half PhD 12 & 6 MS and 2nd half 2nd half PhD 7 & MS 1
		A.10. Prepare contract faculty scheduled for study leave & sabbatical leave & conduct orientations for faculty on study leave	15 contracts & orientations conducted	7 contract & 4 orientations	5	5	5	5	1st half 26 contract & 3 orientations conducted and for 2nd half 7 contract prepared & 4 orientations (total= 33 contracts & 7 orientations conducted
	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	3 request	2	5	5	5	5	1st half 3 and 2nd half 2 sabbatical leave (total 5)
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	1st half Post Doctoral Guidelines submitted to OP and already approved & 2nd half Guidelines for Admin Staff prepared and was approved already by BOR
Total Over-all Rating								64.3	4.95
	Average Rating (Total Over-all rating divided by 4)	4.95							

	Additional Points:				Comments & Recommendations for Development Purpose:  attend supervisory training course.
	Approved Additional points (with copy of approval)				
	FINAL RATING	4.95			
	ADJECTIVAL RATING	0			

Evaluated & Rated by:

  
**LUVILLA G. ALCOBER**  
 Immediate Supervisor

Date: 1/19/24

Legend: 1 - Quality

Recommending approval

  
**HONEY SOFIA V. COLIS**  
 Director, HRMO

Date: 1/19/24

2 - Efficiency 3- Timeliness 4 - Average

Approved by:

  
**EDGARDO E. TULIN**  
 OIC VP for Adm. & Finance

Date: 1/19/24





## 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		60				



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		5				

Overall recommendation : Competent and dependable employee.

  
**LUVILLA G. ALCOBER**  
 Head, LDHRAO

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: LDHRAO-HRMO

Head of Office: LUVILLA G. ALCOBER

Number of Personnel:

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		October 3, 2023  November 10, 2023  December 11, 2023			ISO Preparations  Document review Year End review & compliance audit findings

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

Conducted and noted by:

  
LUVILLA G. ALCOBER  
 Head, LDRAO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. FE L. GAYANILO  
Performance Rating: July to December 2023

Aim: Future head of the L&D office.

Proposed Interventions to Improve Performance:

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

First Step: Attend supervisory and managerial trainings.

Result: Lead L&D unit.

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

Next Step: Attend HR related L&D activities.

Outcome: Practice in application of learnings.

Final Step/Recommendation:

Has potential to lead an office.

Prepared by:

  
**LUVILLA G. ALCOBER**  
Director, HRMO

Conforme:

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