



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **SHEILA MARIE C. LEMOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	70%	3.178
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.275
TOTAL NUMERICAL RATING			4.453

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.453**

FINAL NUMERICAL RATING: **4.453**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

SHEILA MARIE C. LEMOS
Name of Staff

Reviewed by:

ALELI A. VILLOCINO
Immediate Supervisor

Approved:

ALELI A. VILLOCINO
VP for Student Affairs and Services

Visayas State University

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE and COMMITMENT REVIEW FORM (IPCR)

I, **SHEILA MARIE C. LEMOS**, Administrative Aide IV of the **Office of the Vice President for Student Affairs**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January-December 2023**.

SHEILA MARIE C. LEMOS

Administrative Aide VI, OVPSAS

Date: 05 JUL 2023

ALELI A. VILLOCINO

VP for Student Affairs and Services

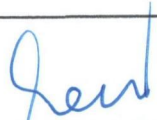
Date: 10 JUL 2023

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	January-June Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 6 General Administration and Support Services											
OVPSAS GASS 1: Administrative and Support Services Management											
OVPSAS GASS 1: Administrative and Support Services											
	PI 1: Preparation and follow-up of financial/administrative documents	SMCLemos	Prepare vouchers/travel papers, PRs/RIS/reimbursement for processing and follow-up	10	PR - 5; voucher - 16	5	4	4	4.33		
			Prepare office PPMP for processing and follow-up	3	5	5	4	3	4.00		
	PI 2. Follow-up documents using the Document Tracking System		Documents followed-up using the Document Tracking System	10	181	5	4	4	4.33		

	PI 3. Preparation of communications and other documents		Prepare notice of meeting, memos, travel requests, OIC, attendance sheet, minutes of meeting, trip ticket and others	50	NoM - 33; Travel requests - 11; OIC - 9; Attendance - 27 Minutes - 13; Trip ticket - 24	5	4	4	4.33	
			Gather/request documents (accreditation, et.al)	10						
			Encode office Quality Records Matrix of different ISO documents	50	115	5	5	5	5.00	
	PI 4. Document record keeping		Record of incoming/outgoing documents	50	155	5	5	5	5.00	
	PI 5. Document filing		File office documents	50	115	5	4	4	4.33	
	PI 6: Efficient and customer friendly assistance		Zero percent complaints from clients served	No complaints	No complaints	5	5	5	5.00	Refer to Customer Feedback Report for OVPSAS
	PI 8. Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences		Number of meetings/seminars/trainings/workshop/orientation and conferences	5						
Core Deputy Document and Records Controller	PI 1. Attendance to meetings called by University DRC		Meetings attended	1 meeting/s	1 meeting	5	4	4	4.33	
	PI 2. Assigning of document control numbers		Number of documents	50	82	5	5	5	5.00	

Additional function	PI 1. Serve as TWG for BAC (Awards and Tokens)		Approval of Purchase Request/s	10						
	PI 2. Monitoring of dDRCs under OVPSAS		Check for updated PMs, forms.			5	4	4	4.33	Sends information relayed by the University Document Records Controller of updated prcedure manuals and guidelines thru social media group chat.
Best Practice/Innovation										
Total Over-all Rating									49.98	Comments and Recommendations for Development Purpose:
Average Rating									4.54	Finish masteral studies.
Adjectival Rating						Very Satisfactory				

Rated by:


ALELI A. VILLOCINO
 Immediate Supervisor
 Date: 10 JUL 2023

Approved:


ALELI A. VILLOCINO
 VP for Student Affairs and Services
 Date: 10 JUL 2023

PERFORMANCE MONITORING FORM

Name of Employee: **SHEILA MARIE C. LEMOS**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Prepare office documents	Number of office documents prepared		Daily	Upon receipt of task	Impressive	Very satisfactory	
2	Document record keeping	Number of documents recorded		Daily	Immediate action	Needs improvement	Very satisfactory	
3	Assign document control numbers	Number of documents with control numbers			Immediate action	Impressive	Very satisfactory	
4	Assistance extended to clients	Interaction with clients visiting OVPSAS		As the client arrives	Immediate action	Impressive	Very satisfactory	
5	BAC TWG for awards and tokens	Approval of purchase requests (PRs)			Upon receipt of request	Impressive	Very satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ALELI A. VILLOCINO

VP for Student Affairs and Services



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2023

Name of Staff: Sheila Marie C. Lemos

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	<u>4</u>	3	2	1
2.	Makes self-available to clients even beyond official time	5	<u>4</u>	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	<u>3</u>	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	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	<u>5</u>	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.	<u>5</u>	4	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	5	<u>4</u>	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	<u>5</u>	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	<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
Total Score		51				

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					
Average Score	4.25				

Overall recommendation : _____


ALELI A. VILLOCINO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SHEILA MARIE C. LEMOS

Performance Rating: January-June 2023

Aim: To establish work development needs.

Proposed Interventions to Improve Performance:

Date: July 2023 Target Date: August 2023

First Step: Attend seminars/trainings on staff development.

Take the Professional Civil Service Examination.

Result: Application of learnings from trainings attended.


Date: _____ Target Date: 1st semester AY 2024-2025

Next Step: Pursue masteral studies.

Outcome: Professional development.

Final Step/Recommendation:

Prepared by:


ALELI A. VILLOCINO
Unit Head

Conforme:


SHEILA MARIE C. LEMOS
Name of Ratee Faculty/Staff