



**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	4.40	70%	3.08
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
<b>TOTAL NUMERICAL RATING</b>			<b>4.454</b>


TOTAL NUMERICAL RATING: 4.454

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

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.454

ADJECTIVAL RATING: VS

Prepared by:   
**SHEILA MARIE C. LEMOS**  
Name of Staff

Reviewed by:   
**ALELI A. VILLOCINO**  
Department/Office Head

Approved:   
**ALELI A. VILLOCINO**  
Vice President

# 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/accomplishments in accordance with the indicated measures for the period **January-December 2022**.

*[Signature]*  
**SHEILA MARIE C. LEMOS**

Administrative Aide VI, OVPSAS

Date: July 29, 2022

*[Signature]*  
**ALELI A. VILLOCINO**

VP for Student Affairs and Services

Date: AUG 01 2022

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target (January-December 2022)	Actual Accomplishment (January-June 2022)	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 of financial/administrative documents	SMCLemos	Prepare JO contract, payroll	10	10	5	5	4	4.66	JO contract was prepared at the start of the year - January 2022. Payroll from January-May 2022 was prepared every 15th and 30th of each month, hence the total accomplishment. In the middle of May, JO utility workers was pooled by the General Services.	

			Prepare vouchers/travel papers, PRs/RIS/reimbursement and others	20	99	5	4	4	4.33	Vouchers - 10 Obligation Request - 9 Purchase requests - 12
			Prepare office PPMP	3	4	5	4	4	4.33	Preparation of PPMP was done using SPPMIS.
	PI 2. Preparation of communications and other documents		Prepare notice of meeting, memos, travel requests, OIC, attendance sheet, trip ticket and others	50	209	5	4	4	4.33	Notice of meeting - 53 SAS Memorandums - 1 Draft memos for OP issuance - 4 OIC Communications - 13 Attendance sheet - 31 Trip ticket - 23 Travel requests - 68 Minutes of meeting - 16
			Gather/request documents (accreditation, et.al)	10	10	5	4	4	4.33	
			Encode office Quality Records Matrix of different ISO documents	50	154	5	4	4	4.33	
			Preparation of report for submission to external agencies and service providers	1	1	5	4	4	4.33	<b>CHED Monitoring of Student Affairs and Services</b>




			Meetings/trainings/workshops/orientation assisted/facilitated	3	3	4	4	4	4.00	
	PI 3. Document record keeping		Record of incoming/outgoing documents	50	113	5	4	4	4.33	Incoming - 112 Outgoing - 172 *Results are based on office logbook and document tracking from HRIS
	PI 4. Document filing		File office documents	50	294	4	4	4	4.00	
	PI 5. Creation of virtual meeting link invite		Number of meeting invites	5	38	5	4	4	4.33	Virtual meeting links was created using zoom and linked to Google calendar.
	PI 6: Efficient and customer friendly assistance		Zero percent complaints from clients served	No complaints	0% complaint	5	5	5	5.00	Customer feedback report related to student affairs.
<b>Core Deputy Document and Records Controller</b>	PI 1. Attendance to meetings called by University DRC		Meetings attended	1 meeting/s	Attended 1 meeting	5	4	4	4.33	
	PI 2. Assigning of document control numbers		Number of documents	50	136	5	4	4	4.33	Attendance sheet - 25 Certification - 10 JO Contract - 1 Justification - 1 SAS Memo - 1 Minutes of meeting - 16 Notice of Meeting - 30
<b>Additional function</b>	PI 1. Serve as TWG for BAC (Awards and Tokens)		Approval of Purchase Request/s	10	19	5	5	5	5.00	Purchase request approved thru the SPPMIS.
Total Overall Rating									65.96	
Average Rating			4.40			Comments & Recommendations for Development Purpose: <i>The employee can be trusted with various tasks assigned.</i>				
Adjectival Rating			VS							

Rated by:

  
**ALELI A. VILLOCINO**  
Immediate Supervisor  
Date: \_\_\_\_\_

Approved:

  
**ALELI A. VILLOCINO**  
VP for Student Affairs and Services  
Date: \_\_\_\_\_

## 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	Create virtual meeting link invite	Number of meeting invites			Upon request	Impressive	Very satisfactory	
4	Assign document control numbers	Number of documents with control numbers			Immediate action	Impressive	Very satisfactory	
5	Assistance extended to clients	Interaction with clients visiting OVPSAS		As the client arrives	Immediate action	Impressive	Very satisfactory	
6	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 2022

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.	<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	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.	<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	<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

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12. Willing to be trained and developed	<u>5</u>	4	3	2	1
Score	Total 4.58				
<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					
Average Score					

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 2022

Aim: To establish work development needs.

Proposed Interventions to Improve Performance:

Date: March 2022 Target Date: June 2022

First Step: Take CSC examination.

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Result: File application for CSC exam.

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Date: July 2022 Target Date: September 2022

Next Step: Pursue masteral studies.

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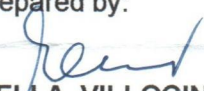
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Outcome: Career advancement.

Final Step/Recommendation:

Develop skills and confidence to make changes to improve self.

Prepared by:

  
ALELI A. VILLOCINO  
Unit Head

Conforme:

  
SHEILA MARIE C. LEMOS  
Name of Ratee Faculty/Staff