



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.25	70%	2.97
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.39
TOTAL NUMERICAL RATING			4.36

TOTAL NUMERICAL RATING: 4.36

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.36

FINAL NUMERICAL RATING 4.36

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

SHEILA MARIE C. LEMOS
Name of Staff

Reviewed by:

ALELI A. VILLOCINO
Department/Office Head

Recommending Approval:

N/A
Dean/Director

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 2024**.

SHEILA MARIE C. LEMOS

Administrative Aide VI, OVPSAS

Date: September 9, 2024

ALELIA VILLOCINO

VP for Student Affairs and Services

Date: September 10, 2024


Date: September 9, 2024

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment (January-June 2024)	Rating				Remark/s
							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	25	5	5	4	4.66	Document Tracking System
				Prepare office PPMP for processing and follow-up	3	3	3	3	3	3.00	On file
	PI 2. Follow-up documents using the Document Tracking System			Documents followed-up using the Document Tracking System	10	26	5	5	4	4.66	Document Tracking System


	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	30	72	5	5	4	4.66	Google Drive Database
			Gather/request documents (accreditation, et.al)	10						on the next scheduled accreditation
			Encode office Quality Records Matrix of different ISO documents	30	170	5	4	4	4.33	
	PI 4. Document record keeping		Record of incoming/outgoing documents	30	170	5	4	4	4.33	
	PI 5. Document filing		File office documents	30	170	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	
	PI 8. Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences		Number of meetings/seminars/trainings/workshop/orientation and conferences	3	3	4	4	4	4.00	
Core Deputy Document and Records Controller	PI 1. Attendance to meetings called by University DRC		Meetings attended	1 meeting/s	1 meeting attended	4	4	4	4.00	

	PI 2. Assigning of document control numbers		Number of documents	30	170	5	4	4	4.33	File copies stored in google drive Document trail to Unversity Document and Records Controllor Assist the QMO in verification Comments & Recommendations for Development Purpose: Finish masteral studies.
	PI 3. Review Quality Records Matrix (QRM) of dDRCs under OVPSAS		Number of QRMs reviewed and signed	4	4	4	4	4	4.00	
Additional function	PI 2. Monitoring of dDRCs under OVPSAS		Check for updated PMs, forms.	95%	95%	4	4	4	4.00	
	PI 3. Deputy Document Records Controller of the Quality Management Office		Verification of Corrective Action Reports	90%						
			Attendance to meetings called by the Quality Management Officer	5	9 meetings attended	5	4	4	4.33	
Best Practice/Innovation										
Total Over-all Rating									59.63	
Average Rating									4.25	
Adjectival Rating									"VS"	

Rated by:


ALELI A. VILLOCINO
 Immediate Supervisor
 Date: September 10, 2024

Approved:


ALELI A. VILLOCINO
 VP for Student Affairs and Services
 Date: September 10, 2024

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	Preparation and follow-up of financial/administrative documents	Number of office documents prepared and followed-up		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	Efficient and customer friendly assistance	Interaction with clients visiting OVPSAS		As the client arrives	Immediate action	Impressive	Very satisfactory	
5	Preparation of communications and other documents	Number of office documents prepared		As the need arises	Immediate action	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 2024

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	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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SHEILA MARIE C. LEMOS

Performance Rating: January-June 2024

Aim: Outline the goals, skills, competencies that an employee needs to meet to develop.

Proposed Interventions to Improve Performance:

Date: March 2024

Target Date: March 3, 2024

First Step: Take the Career Service Examination – Professional.

Result: Pass the CSE Professional Examination.

Date: May 2024

Target Date: May 30, 2024


Next Step: Finish masteral studies.

Outcome: Learn new skills that directly relates to the current position.

Final Step/Recommendation:

Support for the

Prepared by:



ALELI A. VILLOCINO

VP for Student Affairs and Services

Conforme:



SHEILA MARIE C. LEMOS

Administrative Aide VI