COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January – June 2018

Name of Administrative Staff: **ELIZABETH B. ALBISO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76
Add: Additional Approved Points, if any: ___
TOTAL NUMERICAL RATING: ___

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

ELIZABETH B. ALBISO   **FRANCISCO G. GABUNADA, JR.**
Name of Staff   Office Head

Recommending Approval:

FRANCISCO G. GABUNADA JR.
Executive Assistant

Approved:

EDGARDO E. TULIN

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ELIZABETH B. ALBISO</u>, of the <u>Office of the President</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January – June 2018.</u>

<u>**ELIZABETH B. ALBISO**</u>
Ratee

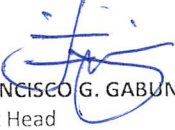Approved: <u>**FRANCISCO G. GABUNADA, JR.**</u>
Head of Unit

Univ. MFO & PAPs	OP MFO	Success Indicators	Tasks Assigned	Target for January – June 2018	Actual Accomplishment	Q^1	E^2	T^3	A^4	Remarks
MFO 6. General Adm. and Support Services	OP MFO 1	Zero complaint administrative services from clients	Answer phone calls accurately and timely	Zero complaint	Zero complaint	4	5	5	4.67	
			Customer-friendly assistance of walk-in office clients	Zero complaint	Zero complaint	4	5	5	4.67	
	OP MFO 2	Number of administrative & financial documents received and processed	Receive/encode documents in database	7,000 documents	8,000+ documents	5	5	5	5	
		Percentage of documents released within the day it is acted by the President or OIC	Release of documents	90%	95 %	5	4	5	4.67	
Total Overall Rating									4.75	

Average Rating (Total Over-all rating divided by 4)		4.75
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.75
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Need exposure to trainings/learning experiences related to receiving, encoding, releasing and tracing of documents.

valuated and Rated by:

FRANCISCO G. GABUNADA, JR.
Unit Head
Date:_____

Recommending Approval:

FRANCISCO G. GABUNADA, JR.
Executive Assistant
Date:_____

Approved by:

EDGARDO E. TULIN
President
Date:_____

1 – Quality ; 2 – Efficiency; 3 – Timeliness; 4 – Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – June 2018**
Name of Staff: **Elizabeth B. Albiso** Position: **Administrative Aide IV**

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		*5?*			

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		*4.75*			

NA

Overall recommendation   : _____

(signature)

EDGARDO E. TULIN
Name of Head

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PERFORMANCE MONITORING & COACHING JOURNAL

		Q
	1st	U
	2nd	A
		R
	3rd	T
		E
	4th	R

Name of Office: <u>Office of the President</u>

Head of Office: <u>Francisco G. Gabunada, Jr.</u>

Name of Faculty/Staff: <u>Elizabeth B. Albiso</u> Signature: _____ Date:_____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discuss job-related accomplishments, plans and problems.	• First working day of the month. • As the need arises.				
Coaching Discuss ways to improve the execution of assigned tasks.	• First working day of the month. • As the need arises.				

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

Conducted by:

FRANCISCO G. GABUNADA, JR.
Immediate Supervisor

Verified by:

EDGARDO E. TULIN
Next Higher Supervisor

cc: OVPI
  ODAHRD
  PRPEO

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Elizabeth B. Albiso
Performance Rating: Outstanding

Aim: Improve process of receiving, releasing and tracing of documents.

Proposed Interventions to Improve Performance:

Date: _____   Target Date: January 2019

First Step: Visit OVPI and OVPAF to interact, observe and learn best practices in the receiving releasing and tracing of documents.

Result: Identify, apply and evaluate best practices in receiving, releasing and tracing of documents.

Date: _____   Target Date: April 2019

Next Step: Visit offices of other universities / institutions to interact, observe and learn best practices in receiving, releasing and tracing of documents.

Outcome: Identify, apply and evaluate best practices in receiving, releasing and tracing of documents.

Final Step/Recommendation:

Consolidate and apply proven best practices in receiving, releasing and tracing of documents.

Prepared by:

FRANCISCO G. GABUNADA, JR.
Unit Head

Conforme:
ELIZABETH B. ALBISO
Ratee