

#### OFFICE THE HEAD OF PERFORMANCE MANAGEMENT AND **REWARDS & RECOGNITION**

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323

Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

**ELIZABETH B. ALBISO** 

Particulars (1)	1 3 3 3 1 3 3 1 3 3 1 3 3 1 3 3 1 3 3 3 1 3		Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.87	70%	3.409
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
	TOTAL NUI	MERICAL RATING	4.854

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	
FINAL NUMERICAL RATING	4.83
ADJECTIVAL RATING:	ONTSTANDING

Prepared by:

**ALBISO** Name of Staff

Reviewed by:

ALLEN GLENNIE P. LAMBERT Department/Office Head

Recommending Approval:

ALLEN GLENNIE P. LAMBERT

Executive Asst.

Approved:

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ELIZABETH B. ALBISO**, of the Office of the President commits to deliver and agree to be rated on the attainment of the following targets in accordance with with the indicated measures for the period July-December, 2020.

ELIZABETH B. ALBISO

Ratee

APPROVED:

ALLEN GLENNIE P. LAMBERT

Head of Office

UMFO	OP MEO	OP MFO MFOs/PAPs	Success Indicators	Provide advice to, and directs or assists clients (via email,	Target	Accomplish ment	and the same of the same of			Rating		
No.	OP WIFO	WIFOS/FAFS	Success mulcators		(Jan-Dec 2020)	Jul-Dec 2020	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
UMFO 6.	General Admini	stration Support Service	es									
	OP MEO 1		Zero Complaint administrative services from clients		Zero complaint from clients	No complaint	5	5	5	5.00		
			Maintained workplace in compliance to ISO-5s	Maintain personal workspace to ISO 5s	100%	100%	5	5	5	5.00		
	OP MFO 2		Effective and Efficient Management and Paperwork Services									
	,		No. of documents reviewed, processed & released within the day it is acted by the President or OIC	Receive, ecode incoming and release outgoing documents acted by the President or OIC	14,000	7,786	5	5	4.5	4.83		
			Effective and Efficient Public Relations Services									
			No. of records compiled and retrievable	Compile file copy of acted documents	20 bound files	10	4.5	5	4.5	4.67		
			Effective and Efficient President's Calendar Management									
			100% of committee assignments steered and complied	Facilitate/comply committee assignments	100%	100%	5	4.5	5	4.83		
		Total Over-all Rating								24.33		

Average Rating (Total Over-all-rating divided by 5)	4.87
Addiional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.87
ADJECTIVAL RATING	Outstanding

Average Rating (Total Over-all-rating divided by 5)		4.87	Comments and Recommendations	for
Addiional Points:			Development Purpose:	
Punctuality			· Well verse on her tasks.	Act
Approved Additional points (with copy o	f approval)		· Attendance to trainings / cur	Kshir
FINAL RATING		4.87	All the second second	
ADJECTIVAL RATING		Outstanding		
ALLEN GUENNIE P. LAMBERT Unit Head		Recommending Approval:  ALLEN GLENNIE  Unit He		DO E. TULING President
Date:		Date:	Date:	
1- Quality 2- Efficiency 3-Timeliness	4-Average			

## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: Elizabeth B. Albiso

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	Record/log incoming and release outgoing documents	Database of recorded/logge d incoming and outgoing documents	July 2020	December 2020	July- December 2020	Impressive	Outstanding	Sustain best practice
2	Compile MOA, communications, etc. for office file	Compiled office files	July 2020	December 2020	July- December 2020	Impressive	Outstanding	Sustain best practice

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

ALLEN GLENNIE P. LAMBERT

Unit Head

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the President

Head of Office: Allen Glennie P. Lambert

Name of Faculty/Staff:	Elizabeth B. Albiso	Signature:	Date:
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<b>Activity Monitoring</b>	Meeti	ng	Mama	Others (Pls.	Remarks	
	One-on-One	Group	Memo	specify)		
Monitoring Discussion of job-related accomplishments, problems and plans	First     working     day of the     month as     needed					
Coaching Discuss ways to improve the execution of assigned tasks.	First     working     day of the     month as     needed					

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

Conducted by:

Verified by:

ALLEN GLENNIE P. LAMBERT Immediate Supervisor

EDGARDO E. TULIN . **Next Higher Supervisor** 



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#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period:	July	/-December	2020
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Name of Staff: Elizabeth B. Albiso Position:

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.

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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. 0	Commitment (both for subordinates and supervisors)		(	Scal	е	
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							
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.				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.				2	1		
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.				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			57				
	Average Score	e 4.75						

Overall recommendation	:		

ALLEN GLENNIE P. LAMBERT Unit Head

#### **EMPLOYEE DEVELOPMENT PLAN**

Performance Rating: July-December 2020 Aim: Improve process of receiving, releasing and tracing of documents. Proposed Interventions to Improve Performance: Date: \_\_\_\_\_ Target Date:\_\_\_\_ 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: \_\_\_\_\_ 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: ALLEN GLENNIE P. LAMBERT

Conforme:

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ELIZABETH B. ALBISO
Ratee

Name of Employee: Elizabeth B. Albiso