



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.409
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
<b>TOTAL NUMERICAL RATING</b>			4.834

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

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

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

FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

ELIZABETH B. ALBISO  
Name of Staff

Reviewed by:

ALLEN GLENNIE P. LAMBERT  
Department/Office Head

Recommending Approval:

ALLEN GLENNIE P. LAMBERT  
Executive Asst.

Approved:

EDGARDO E. TULIN  
President

ELIZABETH B. ALBISO

APPROVED:


Head of Office

[illegible]

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


<b>Comments and Recommendations for Development Purpose:</b> <i>• Well verse on her tasks.</i> <i>= Attendance to trainings / workshops</i>
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Evaluated and Rated:

  
**ALLEN GLENNIE P. LAMBERT**  
Unit Head

Date: \_\_\_\_\_

Recommending Approval:

  
**ALLEN GLENNIE P. LAMBERT**  
Unit Head

Date: \_\_\_\_\_

Approved by:

  
**EDGARDO E. TULIN**  
President

Date: \_\_\_\_\_

1- Quality      2- Efficiency      3-Timeliness      4-Average

**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/logged 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

\* 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 A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: Office of the President

Head of Office: Allen Glennie P. Lambert

Name of Faculty/Staff: Elizabeth B. Albiso Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> Discussion of job-related accomplishments, problems and plans	<ul style="list-style-type: none"><li>First working day of the month as needed</li></ul>				
<b>Coaching</b> Discuss ways to improve the execution of assigned tasks.	<ul style="list-style-type: none"><li>First working day of the month as needed</li></ul>				

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

Conducted by:

  
**ALLEN GLENNIE P. LAMBERT**  
 Immediate Supervisor

Verified by:

  
**EDGARDO E. TULIN**  
 Next Higher Supervisor



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

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.**

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						
<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		57				
Average Score		4.75				

Overall recommendation : \_\_\_\_\_

  
**ALLEN GLENNIE P. LAMBERT**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Elizabeth B. Albiso

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**  
Unit Head

Conforme:

  
**ELIZABETH B. ALBISO**  
Ratee