



**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)
3. Numerical Rating per IPCR	4.40	70%	3.08
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.275
<b>TOTAL NUMERICAL RATING</b>			<b>4.355</b>

TOTAL NUMERICAL RATING: 4.355

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

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

FINAL NUMERICAL RATING 4.355

ADJECTIVAL RATING:

Very Satisfactory

Prepared by: \_\_\_\_\_

**SHEILA MARIE C. LEMOS**  
Name of Staff

Reviewed by: \_\_\_\_\_

**ALELI A. VILLOCINO**  
Immediate Supervisor

Approved: \_\_\_\_\_

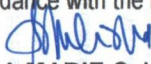
**ALELI A. VILLOCINO**  
VP for Student Affairs and Services

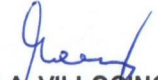
Visayas State University  
OFFICE OF THE PRESIDENT

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 accomplishments in accordance with the indicated measures for the period **January-June 2021**

  
**SHEILA MARIE C. LEMOS**  
Administrative Aide IV, OVPSAS  
Date: 7/26/2021

  
**ALELI A. VILLOCINO**  
VP for Student Affairs and Services  
Date: 7/30/2021

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment (January-June 2021)	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	12	5	4	4	4.33		
		SMCLemos	Prepare vouchers/travel papers, PRs/RIS/reimbursement and others	20	23	5	4	4	4.33		
		SMCLemos	Prepare office PPMP	3	8	5	4	4	4.33		



	PI 2. Preparation of communications and other documents	SMCLemos	Prepare notice of meeting, memos, travel requests, OIC, attendance sheet, trip ticket and others	50	92	5	4	4	4.33	
		SMCLemos	Encode office Quality Records Matrix of different ISO documents	50	144	5	4	4	4.33	
	PI 3. Document record keeping	SMCLemos	Record of incoming/outgoing documents	50	200	5	4	4	4.33	
	PI 4. Document filing	SMCLemos	File office documents	50	144	5	4	4	4.33	
	PI 5. Creation of virtual meeting link invite	SMCLemos	Number of meeting invites	5	46	5	5	5	5.00	
	PI 7: Efficient and customer friendly assistance	SMCLemos	Zero percent complaints from clients served	No complaints	no complaints	5	5	5	5.00	
<b>Core Deputy Document and Records Controller</b>	PI 6. Attendance to meetings called by University DRC	SMCLemos	Meetings attended	1 meetings						<b>Comments &amp; Recommendations for Development Purpose: Attendance to trainings for continous learning.</b>
	PI 7. Assigning of document control numbers	SMCLemos	Number of documents	50	92	5	4	4	4.33	
Total Over-all Rating						50	42	42	44.64	
Average Rating						5.00	4.11	4.11	4.40	
Adjectival Rating						VS				

Rated by:

**ALELI A. VILLOCINO**

Immediate Supervisor

Date: 7/30/2021

Approved:

**ALELI A. VILLOCINO**

VP for Student Affairs and Services

Date: 7/30/2021

# **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		Daily	Immediate action	Needs improvement	Very satisfactory	
3	Create virtual meeting link invite	Number of meeting invites			Upon request	Impressive	Very impressive	
4	Assign document control numbers	Number of documents with control numbers			Immediate action	Impressive	Very satisfactory	

\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

*Alelia A. Villocino*  
**ALELIA A. VILLOCINO**  
 Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2021

Name of Staff: Lemos, Sheila Marie C.

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	<u>4</u>	3	2	1
2.	Makes self-available to clients even beyond official time	5	<u>4</u>	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.	5	<u>4</u>	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
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		51				

**Vision:**

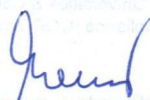
**Mission:**

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.



B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )		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		4.25				

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

  
**ALELI A. VILLOCINO**  
 Printed Name and Signature  
 Head of Office

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **OFFICE OF THE VICE PRESIDENT FOR  
STUDENT AFFAIRS AND SERVICES**

Head of Office: **DR. ALELI A. VILLOCINO**

Number of Personnel: **2**

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	as the need arises			frequent reminders for everyday improvement	administrative tasks
Coaching					

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

Conducted by:

**ALELI A. VILLOCINO**

Immediate Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEMOS, Sheila Marie C.

Performance Rating: January-June 2021

Aim: Utilize opportunities for continuous learning and self-development

Proposed Interventions to Improve Performance:

Date: March 2021 Target Date: June 2021

First Step: Take Civil Service Career Service Examination.

Attend webinars for learning continuity.

Result:

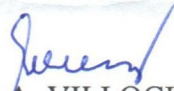
Date: August 2021 Target Date: December 2021

Next Step: Pursue masteral studies.


Outcome: Career advancement.

Final Step/Recommendation:

Prepared by:

  
ALELI A. VILLOCINO  
Unit Head

Conforme:

  
SHEILA MARIE C. LEMOS  
Name of Ratee Faculty/Staff