



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MIKE LAURENCE V. LUMEN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.92**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

MIKE LAURENCE V. LUMEN
Executive Assistant

Reviewed by:

CORAZON A. PADILLA
Chief of Staff

Approved:

CORAZON A. PADILLA
Chief of Staff

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MIKE LAURENCE V. LUMEN**, of the Office of the President commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period April-December 2024.

MIKE LAURENCE V. LUMEN

Ratee

7/26/24

APPROVED:

CORAZON A. PADILLA

Head of Office

7/26/24

UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Task Assigned	Target (April-Dec 2024)	Accomplish-ment	Rating				Remarks
						April - June 2024	Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Administration Support Services											
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provide advice to, and directs or assists clients (via email, call or actual visit) in addressing their various service demands/needs	Zero complaint from clients	Zero complaints from clients	5	5	5	5	
			Maintained workplace in compliance to ISO-5s	Maintain personal workspace to ISO 5s	100%						
			Percentage of NCs received and acted	Acts on NCs received by the Office	100%						
			Percentage of CARs received and acted	Acts on CARs received by the Office	100%						
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			Number of Memoranda/Memoranda Circular/Special Orders/Certifications issued	Prepares Memoranda/Memoranda Circular/ Special Orders/ Certifications / Authority to Travel/ Notice of Meetings/ for OP issuances	1,210 (605)	1,177	4	5	5	4.66	
			No. of documents reviewed, processed & released within the day it is acted by the President or OIC	Screens documents for Pres./OIC action	16,500 (8250)	8,500	5	5	5	5	

		No. of office correspondence prepared	Prepares correspondence in response to queries, requests, appointments with the VSU president, etc.	418 (249)	634	5	5	5	5	
		No. of calendared appointments re: VSU President's activities	Calendars visitors' appointments, meetings, travels, etc.	200	110	5	5	5	5	
		Number of offices and special projects coordinated	Coordinates with heads of offices and project lead of special projects under OP re: implementation of activities as requested by VSU president	12	12	5	5	4	4.66	
		Effective and Efficient Public Relations Services								
		No. of MOU/MOAs facilitated (for the President's signature)	Screens, packages MOAs for President's approval and submits for BOR confirmation	198 (99)	67	5	5	5	5	
		Effective and Efficient President's Calendar Management								
		No. of events organized/coordinated/photodocumented	Coordinates and prepares logistics for OP initiated activities (venue, accommodation, meals, transportation, etc.)	33	20	5	5	5	5	
		Percentage of committee assignments steered and complied	Facilitates/complies committee assignments	100%	100%	5	5	5	5	
		<i>Total Over-all Rating</i>								44.32/9

Average Rating (Total Over-all-rating divided by 9)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development
Purpose: Attend relevant trainings and other capability build-up activities that will enhance performance of the job assignments

Evaluated and Rated:


CORAZON A. PADILLA

Unit Head

Date: 7/26/24

Recommending Approval:


CORAZON A. PADILLA

Unit Head

Date: 7/26/24

Approved by:


PROSE IVY S. YEPES

President

Date: 7/26/24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Executive Secretary/OP

Head of Office: Corazon A. Padilla

Name of Faculty/Staff: Michael V. Lumen Signature:  Date: 7/24/24

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

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

Conducted by:


CORAZON A. PADILLA
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Mike Laurence V. Lumen**

Performance Rating: Outstanding

Aim: To know the different processes, procedures and quality operations of VSU

Proposed Interventions to Improve Performance:

Date: April – 2024

Target Date: June 2024

First Step: As a newly hired employee of VSU, it is important for him to study the VSU Code and the Operation Manuals of VSU so that he will have the knowledge on the different operations and procedures of VSU that will be useful in performance of his function as the Executive Assistant of the president.

Result: Apply the learnings in the daily office operations and actual performance of his functions

Date: July 2024

Target Date: December 2024

Next Step:

1. Benchmarking to other offices in VSU and interact, observe and learn best practices which can be useful in daily office operations and in decision making process
 2. Attend capability build-up trainings e.g. Supervisory trainings, ISO 9001:2015 Awareness Seminar and ISO VSU Procedures.
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Outcome: Apply the different learnings in the performance of duties and functions as the Executive Assistant.

Final Step/Recommendation:

Apply the different learnings in the performance of duties and functions as the Executive Assistant.

Prepared by:


CORAZON A. PADILLA
Unit Head

Conforme:


MIKE LAURENCE V. LUMEN



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: **Mike Laurence V. Lumen**

Position: Executive Assistant III

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

OFFICE OF THE PRESIDENT

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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.	(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		4.94				
Overall recommendation:						
Outstanding						


CORAZON A. PADILLA 7/2/24
 Immediate Supervisor