

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

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: <a href="mailto:preequipment">preequipment</a> Website: www.vsu.edu.ph

#### 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)
Numerical Rating per IPCR	9.9	70%	3.43
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
	TOTAL NU	MERICAL RATING	493

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

ELIZABETH B. ALBISO

Name of Staff

4.93

4.93

1.0

4.93

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Reviewed by:

ALLEN GLENNIE P. LAMBERT

Department/Office Head

Recommending Approval:

ALLEN GLENNE P. LAMBERT

Executive Asst.

Approved:

EDGARDO E. TULIN President

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.



### INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ELIZABETH B. ALBISO**, of the Office of the Executive Secretary commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June 2022.

starking **ELIZABETH B. ALBISO** 

Ratee

APPROVED:

ALLEN GLENNIE P. LAMBERT Head of Office

UMFO	OP MFO	O MFOs/PAPs	Success Indicators	Unit/Persons	Target	Accomplish ment		R	ating		Remarks
No.				Responsible	(Jan-Dec 2022)	Jan-June 2022	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	6
MFO 6	. General Adn	ninistration Support S	ervices								
	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 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	Management and Executive Services	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	14,500	8,698	5	5	4	4.67	
		7	No. of photocopying/reproduction services	Perform photocopy services	2,000 (8,500)	1,500	5	5	5	5.00	
			Effective and Efficient Public Relations Services								
			No. of records compiled and retrievable	Compile file copy of acted documents	1000 docs	2,339	5	5	4	4.67	
			No. of MOU/MOAs forged for establishment of linkages	Compile and bound file copies of MOU/MOAs	165	151	5	5	5	5.00	
			Effective and Efficient President's Calendar Management								
			100% of committee assignments steered and complied	Facilitate/comply committee assignments	100%	100%	5	5	5	5.00	
		Total Over-all Rating								34.33	

Average Rating (Total Over-all-rating divided by 7)	4.90
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.90
ADJECTIVAL RATING	

4-Average

3-Timeliness

1- Quality

2- Efficiency

Trongs rating (rotal orol an rating arrival and		
Addiional Points:		Purpose:
Punctuality		on top of how work!
Approved Additional points (with copy of approval)		
FINAL RATING	4.90	on top of her work! She helps guides other co-worker!
ADJECTIVAL RATING		
Evaluated and Rated:  ALLEN GLENNIE P. LAMBERT  Unit Head	Recommending Approval:  ALLEN GLENNIE P. LAMBERT  Unit Head	Approved by:  LUTTLE  EDGARDO E. TULIN  President
Date:	Date:	Date:
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Comments and Recommendations for Development

# 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	January 2022	December 2022	Jan-June 2022	Impressive	Outstanding	Sustain best practice
2	Compile MOA, communications, etc. for office file	Compiled office files	January 2022	December 2022	Jan-June 2022	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



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### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2022	
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	<b>Descriptive Rating</b>	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	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



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	Total Score					
	eadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	Э	
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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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	
	Total Score	(	60			
	Average Score		7			

ALLEN GLENNIE P. LAMBERT
Unit Head





# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Executive Guolany

Head of Office: Allen Glennie P. Lambert

Name of Faculty/Staff:	Elizabeth B. Albiso	Signature:	Date:
realise of racarty/ stars.	LIIZUDCUI D. AIDISO	Signature.	Dutc.

Activity Monitoring	MECHANISM				
	Meeting		Memo	Others (Pls.	Remarks
	One-on-One	Group	iviemo	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:

ALLEN GLENNIE P. LAMBERT

Immediate Supervisor

Verified by:

EDGARDO E. TULIN .

Next Higher Supervisor

#### **EMPLOYEE DEVELOPMENT PLAN**

Performance Rating: January-June 2022 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

Name of Employee: Elizabeth B. Albiso