



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)
1. Numerical Rating per IPCR	4.38	70%	3.066
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.16	30%	1.248
TOTAL NUMERICAL RATING			4.31

TOTAL NUMERICAL RATING: 4.31
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____


FINAL NUMERICAL RATING 4.31

ADJECTIVAL RATING: Very Satisfactory


Prepared by: 
SHEILA MARIE C. LEMOS
Name of Staff

Reviewed by: 
ULDERICO B. ALVIOLA
Department/Office Head

Recommending Approval:


SANTIAGO T. PEÑA, JR.
Executive Assistant

Approved:


REMBERTO A. PATINDOL
VP for Administration and Finance

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 Information Office, commit 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 2020.


SHEILA MARIE C. LEMOS

Administrative Aide IV, Information Office

Date: _____


ULDERICO B. ALVIOLA

Head, Information Office

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6 General Administration and Support Services											
OPMFO 8 Information and Web Services											
IO MFO 1. Administrative Support Services											
	PI 1: Preparation of official communications/documents	SMCLemos	Number of documents prepared, processed and followed-up	Number of official documents such as vouchers, PRs, POs, etc. and follow-up of documents released	35	5	4	4	4.33		
	PI 2: Efficient and customer friendly assistance	SMCLemos	Zero percent complaints from clients served	No complaints	No complaints	5	5	5	5.00		
	PI 3: Facilitate tour guiding	SMCLemos	Campus tour for visitors	Number of tours facilitated							

IO MFO 2. Accurate and Timely Information Dissemination (print, web and other media)

	PI 1: Documentation of university activities/events	SMCLemos	Documentation and publication of VSU and related events and developments	All events and developments documented should be published either on print, web, and other media	100% university activities documented	5	4	4	4.33	
		SMCLemos	Proper archiving of photos and videos	Photos and videos organized by folder by year, month, and day	1,085 photos archived	5	5	4	4.67	
	PI 2. Newsletter printing	SMCLemos	Obelisk issues produced	One issue of the Obelisk per month (with at least four articles) produced						
		SMCLemos	Obelisk issues distributed	All key offices, centers, institutes, colleges, departments, units given a copy of the Obelisk every month						
										Comments & Recommendations for Development Purpose: <i>Added summer training for staff development</i>
Total Over-all Rating									18.33	
Average Rating						5.00	4.14	4.00	4.38	
Adjectival Rating						VS				

Rated by:

ULDERICO B. ALVIOLA

Head, Information Office

Date: _____

Calibrated by:

SANTIAGO PEÑA, JR.

Executive Assistant

Date: _____

Approved:

EDGARDO E. TULIN

President

Date: _____

Exhibit I

PERFORMANCE MONITORING FORMName 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	Documentation of university activities.	Number of university activities documented	January 2020	June 2020	Every university activity scheduled.	Impressive	Very satisfactory	
2	Write articles for the Obelisk (university publication)	Number of articles written	January 2020	June 2020	After every university activity.	Needs improvement	Very satisfactory	
3	Assist in tour guiding.	Number of tours facilitated			Upon receipt of request			
4	Distribution of Obelisk copies to offices.	Number of copies distributed	February 2020	June 2020	As soon as printed copies are available.	Impressive	Very satisfactory	
5	Preparation and follow-up of official documents.	Number of official documents.	January 2020	June 2020	Immediate action upon request of head.	Impressive	Very satisfactory	

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

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

Prepared by:

ULDERICO B. ALVIOLA

Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2020

Name of Staff: SHEILA MARIE C. LEMOS

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	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 <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					

Overall recommendation : _____


ULDERICO B. ALVIOLA
 Printed Name and Signature
 Head, Information Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SHEILA MARIE C. LEMOS

Performance Rating: January-June 2020

Aim: To establish work development needs.

Proposed Interventions to Improve Performance:

Date: May 2020 Target Date: June 2019

First Step: Attend seminars/trainings; take CSC examination.

Result: Application of learnings from trainings attended.

Date: January 2020 Target Date: May 2020

Next Step: Pursue masteral studies.

Outcome: Career advancement.

Final Step/Recommendation:

Prepared by:


ULDERICO B. ALVIOLA

Unit Head

Conforme:


SHEILA MARIE C. LEMOS

Name of Ratee Faculty/Staff