

#### FICE OF THE PRESIDENT

Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
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	4.95	70%	3.47
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
	TOTAL NUI	MERICAL RATING	4.95

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.92

FINAL NUMERICAL RATING

4.92

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

ELIZABETH B. ALBISO

Name of Staff 1 19 24

ALLEN GLENNIE P. LAMBERT
Department/Office Head

Recommending Approval:

ALLEN GLENNIE P. LAMBERT

Executive Secretary

Approved:

DANIEL LESLIE S. TAN

OIC-President

122/24

## 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 and accomplishments in accordance with the indicated measures for the period Jan-December 2023.

efallen ELIZABETH B. ALBISO

Ratee 1-18-24

APPROVED;

ALLEN GLENNIE P. LAMBERT Head of Office |- 18 - 24

UMFO	OP MFO	P MFO MFOs/PAPs	O MFOs/PAPs Success Indicators Unit/Persons	Target	Accomplish ment	1		ating	Remarks		
No.			Responsible	Responsible			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
JMFO 6	. General Adn	ninistration Support S	ervices								No. 9
,mus	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	Provides 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 from clients	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	Maintains 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	Receives, encodes incoming and releases outgoing documents acted by the President or OIC	(5,000) 15,000	(6500) 17,009	5	5	4	4.67	
			No. of photocopying/reproduction services	Performs photocopy services	(3000) 9000	(6000) 15,000	5	5	5	5.00	
			Effective and Efficient Public Relations Services								
			No. of records compiled and retrievable	Compiles file copy of acted documents	1100 docs	3,843	5	5	5	5.00	
			No. of MOU/MOAs forged for establishment of linkages	Compiles and bound file copies of MOU/MOAs	180	661	5	5	5	5.00	
			Effective and Efficient President's Calendar Management								
			100% of committee assignments steered and complied	Facilitates/complies committee assignments	100%	100%	5	5	5	5.00	
		Total Over-all Rating	·							1	34.67/7 = <b>4.9</b>



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## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: Elizabeth B. Butawan Albiso

Position: Adminstrative 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	<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)		(	Scal	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				2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.					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				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.				2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.		4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients		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		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		4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment				2	1
12.	Willing to be trained and developed	(5)	4	3	2	1
	Total Score	1	7			

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.				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.				2	,	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.			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						
	Average Score	4	1.9	2		7	

Overall recommendation	1 1 1	Outstanding	
		0	

ALLEN GLENNIE P. LAMBERT

Printed Name and Signature

Head of Office |-|8-24

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Executive Secretary/OP

Head of Office: Allen Glennie P. Lambert

Name of Faculty/Staff: Elizabeth B. Albiso Signature:

<b>Activity Monitoring</b>	Meeting		Mama	Others (Pls.	Remarks	
	One-on-One	Group	Memo	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:

DANIEL LESLIE S. TAN

Next Higher Supervisor

#### **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee:	Elizabeth B. Albiso	)
Performance Rating:	OWstanding	

Aim: Improve process of receiving, releasing and tracing of documents.

Proposed Interventions to Improve Performance:

Date: July 2023 Target Date: December 2023

First Step: Visit other offices in VSU to interact, observe and learn best practices in the receiving, releasing and tracing of documents.

Learn the barcoding system in receiving and releasing of documents

Result: Identify, apply and evaluate best practices in receiving, releasing and tracing of documents. Used the barcoding system / tracking system for receiving and releasing of documents.

Date: January 2024 Target Date: June 2024

Next Step: Benchmarking of other universities/institutions to interact, observe and learn best practices in receiving, releasing and tracing of documents.

Outcome: <u>Identify, apply and evaluate best practices in receiving, releasing and tracing of documents.</u>

Final Step/Recommendation:

Consolidate and apply proven best practices in receiving, releasing and tracing of documents.

Advised to check her MRs in preparation for her retirement in August of this year.

Prepared by:

ALLEN GLENNE P. LAMBERT

Unit Head

Conforme:

ELIZABETH B. ALBISO

shallow

Ratee 1116