

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

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%	3.06
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.29
<b>TOTAL NUMERICAL RATING</b>			<b>4.35</b>

TOTAL NUMERICAL RATING: 4.35  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.35

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

  
SHEILA MARIE C. LEMOS  
Name of Staff

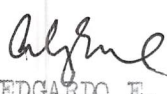
Reviewed by:

  
ELDERICO B. ALVIOLA  
Department/Office Head

Recommending Approval:

  
FRANCISCO G. GABUNADA, JR.  
Executive Assistant

Approved:


  
EDGARDO E. TULIN  
President


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 to June 2018.

  
**SHEILA MARIE C. LEMOS**  
Administrative Aide IV, Information Office  
Date: \_\_\_\_\_

  
**ULBERICO B. ALVIOLA**  
OIC, Information Office  
Date: \_\_\_\_\_

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							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	25	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	3	5	4	4	4.33		

**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	1,980 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	3 Obelisk issues produced	5	3	3	3.67	
			SMCLemos	Obelisk issues distributed	All key offices, centers, institutes, colleges, departments, units given a copy of the Obelisk every month	91 offices received copies of Obelisk	5	4	4	4.33	
											Comments & Recommendations for Development Purpose:  <i>Needs training</i>
Total Over-all Rating										30.67	
Average Rating							5.00	4.14	4.00	4.38	
Adjectival Rating							VS				

Rated by:

**ULDERICO B. ALVIOLA**

OIC, Information Office

Date: \_\_\_\_\_

Calibrated by:

**FRANCISCO G. GABUNADA, JR.**

Executive Assistant

Date: \_\_\_\_\_

Approved:

**EDGARDO E. TULIN**

President

Date: \_\_\_\_\_

# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2018

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		52				

<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		4.33				

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



ULDERICO B. ALVIOLA  
 Name of Head

## 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	Documentation of university activities.	Number of university activities documented	January 2018	December 2018	June 2018	Impressive	Very satisfactory	
2	Write articles for the Obelisk (university publication)	Number of articles written	January 2018	December 2018	June 2018	Needs improvement	Very satisfactory	
3	Assist in tour guiding.	Number of tours facilitated	February 2018			Impressive	Very satisfactory	
4	Distribution of Obelisk copies to offices.	Number of copies distributed	February 2018	December 2018		Impressive	Very satisfactory	
5	Preparation and follow-up of official documents.	Number of official documents.	January 2018	December 2018	June 2018	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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SHEILA MARIE C. LEMOS

Performance Rating: January-June 2018

Aim: To improve on specific skills that will help in career advancement.

Proposed Interventions to Improve Performance:

Date: February 1, 2018

Target Date: April 1, 2018

First Step: Attend seminars/trainings.

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Result: Application of learnings from trainings attended.

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Date: May 1, 2018 Target Date: August 1, 2018

Next Step: Pursue masteral studies.

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Outcome: To start a new career in a chosen professional field.

Final Step/Recommendation:

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Prepared by:

  
**ULDERICO B. ALVIOLA**  
Unit Head

Conforme:   
**SHEILA MARIE C. LEMOS**  
Name of Ratee Faculty/Staff