



**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)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.88</b>

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

FINAL NUMERICAL RATING **4.88**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

  
**ELIZABETH B. ALBISO**  
Name of Staff

Reviewed by:

  
**CORAZON A. PADILLA**  
Chief of Staff

Approved:

  
**CORAZON A. PADILLA**  
Chief of Staff

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ELIZABETH B. ALBISO**, of the Office of the Executive Assistant, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan-December 2024.

*Elizabeth*  
**ELIZABETH B. ALBISO** 7/26/24  
 Ratee

APPROVED: *[Signature]*  
**CORAZON A. PADILLA**  
 Head of Office 7/26/24


UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Accomplishment	Rating				Remarks
						Jan-June 2024	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6. General Administration Support Services											
	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	
			Percentage of NCs received and acted	Acts on NCs received by the office	100%	100%	5	5	5	5.00	
			Percentage of CARs received and acted	Acts on CARs received by the office	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) 16,500	3,000	5	5	4	4.67	

	No. of records compiled and retrievable	Files issuances and other office records	1100 docs	1,400	5	5	4	4.67	
	No. of photocopying/reproduction services	Performs photocopy services	(3000) 10,000	1,600	5	5	5	5.00	
	<b>Effective and Efficient Public Relations Services</b>								
	No. of phonecalls received and facilitated	Answers phonecalls and responds to client	200	250	5	5	5	5.00	
	No. of MOU/MOAs forged for establishment of linkages	Records and files MOU/MOAs	198	135	5	5	4	4.67	
	<b>Effective and Efficient President's Calendar Management</b>								
	100% of committee assignments steered and complied	Facilitates/complies committee assignments	100%	100%	5	5	5	5.00	
	<b>Total Over-all Rating</b>								<b>49.01</b>

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

**Comments and Recommendations for Development**  
**Purpose:** Transfer serviceable MRs to other regular OP staff and submit non-serviceable MRs to SPPMO for waste; orient other OP staff of the OP files in records and in hard files; attend seminars for retirees sponsored by GSIS such as financial literacy program.


Evaluated and Rated:

  
**CORAZON A. PADILLA**  
Unit Head

Date: 7/26/24

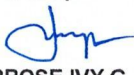
1- Quality      2- Efficiency      3-Timeliness      4-Average

Recommending Approval:

  
**CORAZON A. PADILLA**  
Unit Head

Date: 7/26/24

Approved by:

  
**PROSE IVY G. YEPES**  
President

Date: 7/26/24

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Executive Secretary/OP

Head of Office: Corazon A. Padilla

Name of Faculty/Staff: Elizabeth B. Albiso Signature: *Albiso* Date: 7/24/24

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

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: Elizabeth B. Albiso

Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

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: July 2024

Target Date: August 2024

Next Step: Benchmarking 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.

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

Prepared by:

  
**CORAZON A. PADILLA**  
Unit Head

Conforme:

  
**ELIZABETH B. ALBISO**  
Ratee



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January-June 2024

Name of Staff: **Elizabeth B. Albiso**


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		53/11				
<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		4.82				
Overall recommendation: Outstanding						

  
**CORAZON A. PADILLA** 7/24/24  
 Immediate Supervisor