

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFName of Administrative Staff: POLICARPO C. GUMBA, JR.

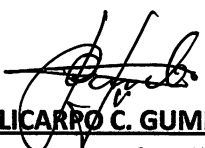
| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical rating (2x3) |
|--|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.90 | 0.70 | 3.433 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.71 | 0.30 | 1.412 |
| TOTAL NUMERICAL RATING | | | 4.845 |

TOTAL NUMERICAL RATING: 4.85


Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: **4.85****ADJECTIVAL RATING:** **OUTSTANDING**

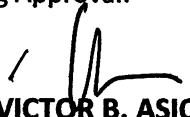
Prepared by:


POLICARPO C. GUMBA, JR.
 Name of Staff


Reviewed by:


JULIUS V. ABELA
 Department/Office Head

Recommending Approval:


VICTOR B. ASIO
 Dean, CAFS

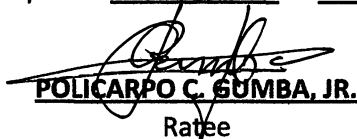
Approved:


BEATRIZ S. BELONIAS
 Vice-President for Instruction

RATING SCALE: 4.6-5.0 *Outstanding*
 3.8-4.5 *Very Satisfactory*
 3.0-3.7 *Satisfactory*
 2.2-2.9 *Unsatisfactory*
 2.1- & below *Poor*

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **POLICARPO C. GUMBA, JR.**, of the **Department of Animal Science**, 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, 2018 to June, 2018**.


POLICARPO C. GUMBA, JR.
 Ratee


Approved: 
JULIUS V. ABELA
 Head of Unit

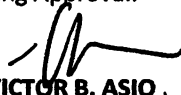
| MFO & PAPS | Success Indicators | Task Assigned | Targets | Actual Accomplishment | Rating | | | | Remark(s) |
|--|---|---|------------------|-----------------------|----------------|----------------|----------------|----------------|-----------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Efficient and Customer Friendly Frontline Services | Zero percent complaint from client served | Officer of the day (frontliner), one of the person to entertain students, clients/ customers, and VSU co-employees requests. | 90% no complaint | 100% no complaint | 5 | 5 | 5 | 5.00 | |
| Administrative Support Services | Number of CSRs/DTR, faculty workload, job orders, staff appointments prepared/distributed, signed, recorded, released and forwarded on time | Prepared/distributed DTR forms for administrative workers/part-time instructor/GTAs, and SA, typed regular faculty monthly CSRs, prepared letter of recommendation with projected faculty workload for renewal of temporary instructors, prepared job orders for laborers, letter request hiring of new instructors/GTAs and posting of notices, computed/typed actual teaching/faculty workload, forwarded to head and other VSU higher personnel for approval, recorded, and filed copies | 70 | 150 | 5 | 5 | 5 | 5.00 | |
| | Number of TO, vouchers, certificates, leave applications, etc. prepared, signed, released, recorded and forwarded on time | Prepared Travel Orders (TOs), typed/computerizes travel vouchers for cash advances/liquidation of cash advances, prepared leaves applications for CDOs, sick, and vacation, prepared certificates of appearances of visitors/LGUs, clients/ students who pursue undergraduate/ graduate studies in VSU, and certificates of field practice books submitted to DAS Library, recorded/ processed for signature of head and other certifying officials, recorded, forwarded and filed copies | 60 | 145 | 5 | 5 | 5 | 5.00 | |
| | Number of students registration permits and students semesters individual and personal copies of grades | Issued students registration permits and students semesters individual and personal copies of grades | 200 | 280 | 5 | 5 | 5 | 5.00 | |


| | | | | | | | | |
|---|--|-----|-----|---|---|---|--------------|--|
| Number of class rosters printed, grade sheets (midterm/final), temporary and INC grade sheets, submitted for signature of instructors/professors/head, forwarded to CAFS, Graduate School, and to the registrar's office, recorded, and filed | Class rosters printed, grade sheets (midterm/ final), temporary and INC grade sheets, submitted for signature of instructors/ professors/ head forwarded to approving offices, recorded, and filed | 100 | 175 | 5 | 5 | 4 | 4.67 | |
| Number of field practice manuscripts of undergraduate students, graduate students outline/thesis receive from coordinators, thesis advisers, notices posted/forwarded to students and recorded | Field practice manuscripts of undergraduate students, graduate students outline/ thesis receive from coordinators, thesis advisers, notices posted/forwarded to students and recorded | 50 | 85 | 4 | 5 | 5 | 4.67 | |
| Number of subjects conducted for Teaching Performance Evaluation By-Students to faculty of other departments per memorandum issued by the VSU President | Conducted Teaching Performance Evaluation By-Students of Department of Computer Science and Technology (DCST) faculty | 15 | 22 | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | | | 34.33 | |

| | |
|--|--------------------|
| Average Rating (Total Over-all Rating/No. of A⁴ Entries) | 4.90 |
| Additional Points: | |
| Punctuality | 0 |
| Approved Additional points (with copy of approval) | 0 |
| FINAL RATING | 4.90 |
| ADJECTIVAL RATING | Outstanding |

| |
|--|
| Comments & Recommendation for Development Purpose: |
| <i>Needs to prioritize paper works by listing the priority to accomplish</i> |

Evaluated and Rated by:

JULIUS V. ABELA
Head, Dept. of Animal Science
Date: _____

Recommending Approval:

VICTOR B. ASIO
Dean, College of Agriculture
Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: _____

Legend: Q¹ - Quality
E⁴ - Efficiency
T⁴ - Timeliness
A⁴ - Average

4.6 - 5.0 Outstanding
3.8 - 4.5 Very Satisfactory
3.0 - 3.7 Satisfactory
2.2 - 2.9 Unsatisfactory
2.1 - & below Poor

| | | | |
|-----|---|-----|--------------|
| 4.6 | - | 0.9 | Unstable |
| 4.7 | - | 0.8 | Satisfactory |
| 4.8 | - | 0.7 | Satisfactory |
| 4.9 | - | 0.6 | Good |

Date: _____
Dean, College of Agriculture
The President for Institution

ALPHA VARIUM

ОБЩЕСТВО С ОГРАНИЧЕННОЙ ОТВЕТСТВЕННОСТЬЮ

44-38861-1000

[illegible]

Comments & Recommendations for
Developmental Progress:

| Faculty Development | | Faculty Development | | | | Faculty Development | |
|--|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 2. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 3. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 4. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 5. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 6. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 7. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 8. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. |
| 9. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 10. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 11. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 12. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 13. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 14. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 15. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. | 16. Number of faculty members who have completed the Faculty Development Program (FDP) during the year. |

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2018Name of Staff: Policarpo C. Gumba, Jr.Position: Administrative Aide 4

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.

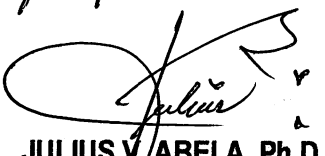
| Scale | Descriptive Rating | Qualitative Description |
|-------|--------------------|---|
| 5 | Outstanding | The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model |
| 4 | Very Satisfactory | 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 | | 57 | | | | |

ave = 4.75

| 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. | 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 | 23 | | | | |
| Average Score | 4.60 | | | | |

Overall recommendation : Commendable for promotion.


JULIUS V. ABELA, Ph.D.
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: POLICARPO C. GUMBA, JR.

Performance Rating: Outstanding

Aim: To improve work efficiency and achieve targets on time.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January, 2018 Target Date: March, 2018

First Step: Follow-up requests on 2018 PPMP for office/lab./proj. supplies/
materials with Victorino M.Lamo and prepares/encodes/ routinely office
documents ahead of time schedule for submission

Result: Regular arrival of office/laboratory/farm supplies/materials and on-time
submission of all documents for approval of higher VSU Officers.

Date: April 2018 Target Date: June 2018

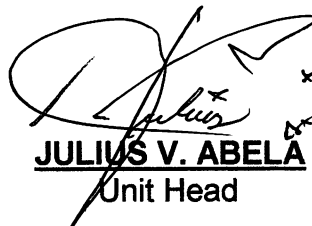
Next Step: Continuous follow-up of all requests/documents for approval and
also seek assistance with Mr. Carlito V. Sanchez (DAS Administrative Officer I
regarding project requests and laborers' work attendances for payroll matters;
and proper lay outing of schedule of activities and document files.

Outcome: Smooth operation of office works.

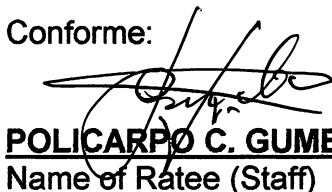
Final Step/Recommendation:

Keep up the good works.

Prepared by:


JULIUS V. ABELA
Unit Head

Conforme:


POLICARPO C. GUMBA, JR.
Name of Ratee (Staff)