COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name 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 | | | |
| 17 | Supervisor/Head's assessment of his contribution towards attainment of office accomplishments 4.71 0.30 | | | | | | |
| | | TOTAL NUME | RICAL RATING | 4.845 | | | |

TOTAL NUMERICAL RATING:

4.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.85

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

POLICARRO C. GUMBA, JR.

Name of Staff

JULIUS V. ABELA

Department/Office Head

Recommending Approval:

Approved:

VICTOR B. ASIO

Dean, CAFS &

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

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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, <u>POLICARPO C. GUMBA, JR.</u>, of the <u>Department of Animal Science</u>, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January</u>, <u>2018</u> to <u>June</u>, <u>2018</u>.

POLICARPO C. GUMBA, JR.

RatKee

Approved:

JULIUS V. ABELA

lead of Unit

| MFO & PAPS | Success Indicators | Task Assigned | Targets | Actual Accomplish- | | Rating | | | Remark(s) |
|--------------------------------|---------------------------------------|---|-----------|--------------------|-------|----------------|----------------|----------------|-------------|
| | | | | ment | Q^1 | E ² | T ³ | A ⁴ | Tromas into |
| Efficient and Customer | Zero percent complaint from client | Officer of the day (frontliner), one of the person to | 90% no | 100% no | 5 | 5 | 5 | 5.00 | |
| Friendly Frontline Services | served | entertain students, clients/ customers, and VSU co- | complaint | complaint | | | | | |
| | Alimahan of CCDs /OTD formities | employees requests. | 70 | 450 | - | <u> </u> | ├ ़ | | |
| ' ' | Number of CSRs/DTR, faculty | Prepared/distributed DTR forms for administrative | 70 | 150 | 5 | 5 | 5 | 5.00 | |
| Services | workload, job orders, staff | workers/part-time instructor/GTAs, and SA, typed regular | | | | | | | |
| | appointments prepared/distributed, | faculty monthly CSRs, prepared letter of recommendation | | | | | | | |
| | signed, recorded, released and | with projected faculty workload for renewal of temporary | | | | | | | |
| | forwarded on time | instructors, prepared job orders for laborers, letter | | | | | 1 | | |
| | | 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 | | | | | | | |
| | Number of TO, vouchers, certificates, | Prepared Travel Orders (TOs), typed/computerizes travel | 60 | 145 | 5 | 5 | 5 | 5.00 | |
| | leave applications, etc. prepared, | vouchers for cash advances/liquidation of cash advances, | | | l | | | | |
| | signed, released, recorded and | prepared leaves applications for CDOs, sick, and vacation, | | | | | | | |
| | forwarded on time | prepared certificates of appearances of visitors/LGUs, | | | | | | | |
| | | clients/ students who pursue undergraduate/ graduate | | | l | | | | |
| | | studies in VSU, and certificates of field practice books | | | | | ł | | |
| | | submitted to DAS Library, recorded/ processed for | | | | | | | |
| | | signature of head and other certifying officials, recorded, | | | | | | | |
| | | forwarded and filed copies | | | | | | | |
| | Number of students registration | Issued students registration permits and students | 200 | 280 | 5 | 5 | 5 | 5.00 | |
| · | permits and students semesters | semesters individual and personal copies of grades | | | | | | | |
| | individual and personal copies of | | | | | | | | |
| | grades | | | | | | | J | |

PC Gumba, Jr. / IPCR, January-June, 2018. p 1 of 2

| | | | | Total Ove | | | | 34.33 | |
|---|---|---|-----|-----------|---|---|---|-------|---|
| | by the VSU President | | | | | | | | • |
| ļ | departments per memorandum issued | | | | | | | | |
| ļ | Students to faculty of other | Technology (DCST) faculty | : | | | | | | |
| ľ | Teaching Performance Evaluation By- | Students of Department of Computer Science and | | | | | | | |
| F | Number of subjects conducted for | Conducted Teaching Performance Evaluation By- | 15 | 22 | 5 | 5 | 5 | 5.00 | |
| L | recorded | | | | | | | | |
| Į | posted/forwarded to students and | | | | | | | Ì | |
| ŀ | coordinators, thesis advisers, notices | to students and recorded | | | | | | 1 | |
| | students outline/thesis receive from | coordinators, thesis advisers, notices posted/forwarded | | | | | | | |
| , | of undergraduate students, graduate | graduate students outline/ thesis receive from | | | | | | | |
| ſ | Number of field practice manuscripts | Field practice manuscripts of undergraduate students, | 50 | 85 | 4 | 5 | 5 | 4.67 | |
| | office, recorded, and filed | | | | | | | | |
| | Gradute School, and to the registrar's | | | | | | | | |
| | professors/head, forwarded to CAFS, | | | | | | | | |
| | submitted for signature of instructors/ | offices, recorded, and filed | | | | | | | |
| ŀ | temporary and INC grade sheets, | of instructors/ professors/ head forwarded to approving | | | | | | | |
| | grade sheets (midterm/final), | temporary and INC grade sheets, submitted for signature | | | | | | | |
| 1 | Number of class roosters printed, | Class roosters printed, grade sheets (midterm/ final), | 100 | 175 | 5 | 5 | 4 | 4.67 | |

| Average Rating (Total Over-all Rating/No. of A ⁴ 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: Nude to prioritize paper works by fisting the priority to accomplishe

Evaluated and Rated by: Recommending Approval:

Approved by:

VICTOR B. ASIO Dean, College of Agriculture

Head, Dept. of Animal Science

Vice-President for Instruction

| Date: | |
|-------|--|
|-------|--|

Date: ____

Legend: Q1 - Quality

E' - Efficiency

T' - 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

| pagamana i i i a communica men de de la communicación de la commun | \ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ | 1 | | 7 | 271 | | | Class costers pricked grade alse ets (midleem/ brial), | (Simmer of description permit) |
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Evaluated and saided by

Head, Dagh, of Animal Science

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Dran, Collage of Agriculture

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Approved by:

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4,6 - 5.0 Outstanding

3.8 - 4.5 Very Satisfectory

3.0 - 4.7 Satisfectory

2.2 - 2.9 Unsatisfactory

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27 Guniha, It./IPCR, Sanuary-June, 2013, p. 2 of 2

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January – June, 2018</u>

Name 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) | | S | Scale |) | |
|------|---|----------|----|-------|---|---|
| 1. | Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding. | (§) | 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) | | 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. | (3) | 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 | (§) | 4 | 3 | 2 | 1 |
| 12. | Willing to be trained and developed | (5) | 4 | 3 | 2 | 1 |
| | Total Score | J. | 7_ | | | |

Am = 4.75

| | 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. | (<u>5</u>) | 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 | ν | ろ | | | L | | |
| | Average Score | 4 | 1.64 |) | | | | |

Commundable for promistory.

Overall recommendation

JULIUS JABELA, Ph.D.

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. Ranchez (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)