



### DEPARTMENT OF LIBERAL AND BEHAVIORAL SCIENCES

Visca, Baybay City, Leyte, PHILIPPINES Telephone: +63 053 525-0346 loc.1028 Email: dlabs@vsu.edu.ph Website: www.vsu.edu.ph

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (January-June 2023)

Annex P

Name of Administrative Staff:

JEFREY M. TUMULAK

Particulars (1)		Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	5.00	70%	3.50
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.917	30%	1.475
		TOTAL NU	MERICAL RATING	4.975

TOTAL NUMERICAL RATING:	4.975	
Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:		_

FINAL NUMERICAL RATING

Name of Staff

4.975

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

MARIA VANESSA E. GABUNADA Department/Office Head

Recommending Approval:

MA. THERESA P. LORETO

Dean/Director

Approved:

BEATRIZ'S. BELONIAS

Vice President for Academic Affairs

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Jefrey M. Tumulakof the Department of Liberal Arts and Behavioral Sciences 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-JUNE 2023.

JERREY MI TUMULAK Admin. Aide I

MARIA VANESSA E. GABUNADA

Date: July 10, 2023

Department Head
Date: 7 - 24 - 13

MA. THERESA P. LORETO

College Dean
Date: JUL 2 5 2023

	O	Toolin Analysis	Target	Actual		and the latest designation of the latest des	ating	-	Remarks
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
General Administration and Support Services (GASS)									
Messengerial Services	Number of documents delivered and followed-up	Delivers and follows-up documents on time	95% of documents	100% of documents	5	5	5	5.00	
Maintenance of Cleanliness and Sanitation	Number of classrooms, offices, building and comfort rooms cleaned.	Maintains the cleanliness and orderliness of offices, classrooms, building/surroundings and comfort rooms	areas	98% of assigned areas	5	5	5	5.00	
	Number of trashcans/trashboxes maintained	management and proper segregation of waste	95% of assigned areas	96% of assigned areas	5	5	5	5.00	
	Number of offices & classrooms windows and doors opened and closed	windows of offices and classrooms before and after office hours & classes.	95% of assigned areas	100% of assigned areas	5	5	5	5.00	
Ground/Building mprovement and Landscaping	Number of plant boxes, walls and celings of offices and classrooms cleaned	Cleans plant boxes, walls and ceilings of offices and classrooms	areas	95% of assigned areas	5	5	5	5.00	
ana o a p g	Number of gutters drained and canals cleaned	the canals	95% of assigned areas	95% of assigned areas	5	5	5	5.00	
	Number of dept. surroundings mowed and cleaned	surroundings of the dept.	95% of assigned areas	98% og assigned areas	5	5	5	5.00	
/limeographing Services	Number of test papers and instructional materials reproduced		95% of test papers and IMS and other documents	100% of test papers	5	5	5	5.00	
Other Services		Repairs damaged chairs,tables, fixes minor electrical wirings	95% of requests	95% of requests	5	5	5	5.00	
Total Over-all Rating								45.00	

Average Rating (Total Over-all rating divided by number of entries)	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose: Mr. Tumulak is diligent and dedicated to his job. He needs more training and workshops to enhance his skills.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA

Department Head

Date: 7-14-13

Recommending Approval

MA. THERESA P. LORETO

College Dean 2 5 2023

BEATRIZ S. BELONIAS

VP for Academic Affairs

Date:





# DEPARTMENT OF LIBERAL AND BEHAVIORAL SCIENCES

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#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2023

Name of Staff:	JEFREY M. TUMULAK	Position: Administrative Aide

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)		5	Scal	е	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(3)	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	<b>5</b>	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	(3)	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
	Score					
	eadership & Management (For supervisors only to be rated by higher supervisor)		S	Scal	е	
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	
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	
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.	3	4	3	2	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	<b>(3)</b>	4	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		59			
	Average Score		4.0	71	-	

Overall recommendation	:				

MARIA VANESSA E. GABUNADA
Printed Name and Signature
Head of Office