

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFName of Administrative Staff: VICTORINO M. LAMO

Particulars (1)	Numerical Rating (2)	Percentage Weight (2)	Equivalent Numerical rating (2x3)
1. Numerical Rating per IPCR	4.71	0.70	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	0.30	1.43
TOTAL NUMERICAL RATING			4.73

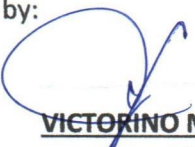
TOTAL NUMERICAL RATING: 4.73


Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: **4.73****ADJECTIVAL RATING:** **OUTSTANDING**

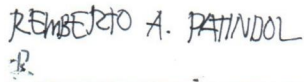
Prepared by:

Reviewed by:

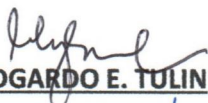

VICTORINO M. LAMO
 Name of Staff


DINAH M. ESPINA
 Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President
Legend:

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, **VICTORINO M. LAMO**, 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, 2016 to June, 2016**.

VICTORINO M. LAMO

Ratee

Approved:

DINAH M. ESPINA

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), first person to entertain students, clients/ customers, and VSU co-employees.	80% no complaint	100% no complaint	4	4	5	4.33	
Administrative Support Services	Number of DTR/CSR, faculty workload, job orders, staff appointments prepared, signed, recorded, released and forwarded on time	Prepared/distributed DTR forms for administrative workers, SA, SRA, and part-time teachers, prepared job orders for laborers and SA, forwarded to head and other personnel for approval, recorded, and filed copies	50	75	4	5	5	4.67	
	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, prepared leaves applications for CDOs, sick, and vacation, prepared certificates of appearances for visiting other government officials and students pursue graduate studies in VSU, field practice books submitted to DAS Library, forwarded/ processed for signature of head and other certifying officials, recorded and filed copies	35	55	4	5	5	4.67	

	Number of PR, canvass papers, PO, vouchers, etc. prepared, signed, released, recorded and forwarded on time	Prepared/computerized Purchase Requests (POs) for instruction and research projects, processed reimbursements vouchers of purchases, forwarded to approving head and other officials, recorded, and filed copies	50	80	5	5	5	5.00	
	Number of Project Reports prepared and submitted on time	Typed project reports, forwarded for signature and approval of head and other approving, recorded, and filed	18	18	4	5	5	4.67	
	Number of documents mimeographed,	Documents mimeographed, photocopied	8000	8500	4	5	5	4.67	
	Number of Clearances checked and countersigned, signed by Head, return to requisitioner	Clearances forwarded to head for signature and return to requisitioner	25	40	5	5	5	5.00	
Total Over-all Rating								33.00	

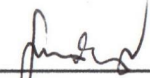
Average Rating (Total Over-all Rating/No. of A ⁴ Entries)		4.71
Additional Points:		
Punctuality	0	
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.71
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendation for Development Purpose:

Reviewed by:

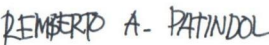

DINAH M. ESPINA
 Head, DAS-CAFS

Received by:


 PRPEO Office

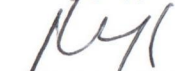
Date: _____

Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT


Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
 Vice-President for Admin.

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

Legend:

Q¹ - Quality
 E² - Efficiency
 T² - 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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2016

Name of Staff: Victorino M. Lamo

Position: Farm Worker 2

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						