

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	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	0.30	1.43
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: **4.86****ADJECTIVAL RATING:** **OUTSTANDING**

Prepared by:

Reviewed by:

POLICARPO C. GUMBA, JR.

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, 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, 2017 to June, 2017.


POLICARPO C. GUMBA, JR.
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), 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	75	155	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	70	150	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	300	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 approving offices, 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, 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	80	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	28	5	5	5	5.00
Total Over-all Rating			34.33					

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:

Received by:


TERESITA L. QUINANOLA
 PRPEO

Date: _____

Calibrated by:


REMBERTO A. PATINDOL
 PMT Chair

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS
 Vice-President for Instruction

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

Legend: Q¹ - Quality
 E² - Efficiency
 T³ - 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, 2017Name 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						

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	81				
Average Score	4.76				

Overall recommendation :


DINAH M. ESPINA, Ph.D.
 Name of Head