



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **PHLOEM D. GALUPO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.318
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82 4.83 <i>fu</i>	30%	1.446 1.449 <i>fu</i>
TOTAL NUMERICAL RATING			4.764 4.767 <i>fu</i>

TOTAL NUMERICAL RATING: 4.767 *fu*

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.767 *fu*

FINAL NUMERICAL RATING: 4.767 *fu*

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

[Signature]
PHLOEM D. GALUPO
Name of Staff 1/15/24

[Signature]
MARIO LILIO VALENZONA
Department/Office Head 1/15/24

Recommending Approval:

[Signature]
MARIO LILIO VALENZONA
Dean/Director 1/15/24

Approved:

[Signature]
EGARDO E. TULIN
Vice President 2/19/24

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **PHLOEM D. GALUPO**, of the **PHYSICAL PLANT OFFICE** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **July to December 2023**

PHLOEM D. GALUPO

Ratee

1/15/24

MARIO LILIO P. VALENZONA

Director, PPO

1/15/24

MFO & Performance Indicators	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
FMO1: Repair and Maintenance	Pl. 1-Facilities inspected for repair and maintenance	Inspect buildings for maintenance	10	6	5	5	5	5	
	Pl. 2-Maintenance log of buildings	Record inspected building in the maintenance log	10	6	4	4	4	4	
	Pl. 3- Inspected pakyaw contracts	Prepare Inspection Report	50	37	5	5	5	5	
FMO2: Infrastructure Project Implementation	Pl. 4-Implemented projects	Monitor and evaluate construction schedule of on-going projects	3	2	5	5	4	4.667	
		Prepare attachments of voucher during billing request	6	5	5	5	5	5	
	Pl. 5- Inspected projects	Inspect on-going and completed projects	3	1	5	5	5	5	
		Prepare Punchlist and Final Inspection Report	6	3	5	5	5	5	
FMO3: Other Tasks	Pl. 6- Building requirements for VSU buildings	Acquire Building and Occupancy Permits for all buildings in VSU	5	2	5	4	3	4	
	Pl. 7- Membership to university committees	Attendance to meetings and other activities related to membership to university committees	30	23	5	5	5	5	
Total Over-all Rating								42.7	
Average Rating (Total Over-all rating divided by number of task assignment)			4.74	Comments & Recommendations for Development Purpose: Continue professional development					
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING			4.74						
ADJECTIVAL RATING									

Evaluated & Rated by:

MARIO LILIO P. VALENZONA

Immediate Supervisor

1/15/24

Approved by:

EDGARDO E. TULIN

Vice President for Admin and Finance



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2023

Name of Staff: PHLOEM D. GALUPO.

Position: Engineer III

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	58				
Average Score	4.83				

Overall recommendation :

MARIO LILIO VALENZONA
Printed Name and Signature
Head of Office 1/15/24

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.

EMPLOYEE DEVELOPMENT PLANName of Employee: **PHLOEM D. GALUPO**Performance Rating: July – December 2023

Aim:

Advance Management Skills

Proposed Interventions to Improve Performance:

Date: July 2023 Target Date: August 2023

First Step: Pursue Studies in Management

Result:

To be Equipped with Theories of ManagementDate: September 2023 Target Date: December 2023

Next Step:

Monitor Project Implementation of Infrastructure ConstructionOutcome: Improve Technical Skills

Final Step/Recommendation:

Technical Application in the Workplace

Prepared by:

MARIO LILJO VALENZONASupervisor 1/15/24

Conforme:

PHLOEM D. GALUPOName of Ratee Faculty/Staff 1/15/24