

OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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 | 4.875 | 70% | 3.412 |
| 2. | Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5.00 | 30% | 1.5 |
| | | TOTAL NUI | MERICAL RATING | 4.941 |

| TOTAL NUMERICAL RATING: | 4.912 |
|--|-------|
| Add: Additional Approved Points, if any: | |
| TOTAL NUMERICAL RATING: | |

FINAL NUMERICAL RATING

4.912

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

Recommending Approval:

MA. THERESA P. LORETO

Department/Office Head

Dean/Director

Approved:

BEATRIZ S/BELONIAS

Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Jefrey M. Tumulak of the Department of Liberal Arts and Behavioral Sciences commits to deliver and agree to be rated on tha attainment of the following targets in accordance with the

indicated measures for the period JANUARY-JUNE 2022

JEFREY N. TUMULAK

Admin. Aide I Date: July 6, 2022 JETT C. QUEBEC

Department Head Date:

MA. THERESA P. LORETO

college Dean

ate: 8/4/2022

| MEO A DAD- | Success Indicators | Tasks Assigned | Target | Actual | | _ | Rating | | Remarks |
|---|---|---|--|------------------------------------|----------------|----------------|----------------|----------------|---|
| MFO & PAPs | Success indicators | lasks Assigned | raiget | Accomplishment | Q ¹ | E ² | T ³ | A ⁴ | |
| General Administration and Support Services (GASS) | | 8 | | | | | | | |
| 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 | Delivered official documents to concerned offices (communications, grade sheets, TOS< VSUEE forms, report of completion etc.) |
| 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 | 95% of assigned areas | 98% of assigned areas | 4 | 5 | 5 | 4.67 | |
| | Number of trashcans/trashboxes maintained | Implements solid waste management and proper segregation of waste | 95% of assigned areas | 98% of assigned areas | 5 | 5 | 4.5 | 4.83 | |
| | Number of offices & classrooms windows and doors opened and closed | Opens and closes doors and windows of offices and classrooms before and after office hours & classes. | 95% of assigned areas | 100% of assigned areas | 5 | 5 | 5 | 5.00 | Except classrooms (no face to face classes) |
| Ground/Building Improvement and Landscaping | Number of plant boxes, walls and celings of offices and classrooms cleaned | Cleans plant boxes, walls and ceilings of offices and classrooms | 95% of assigned areas | 95% of assigned areas | 5 | 5 | 4 | 4.67 | |
| Landoupmg | Number of gutters draines and canals cleaned | Drains the gutters and cleans the canals | 95% of assigned areas | 98% of assigned areas | 5 | 5 | 4.5 | 4.83 | |
| | Number of dept. surroundings mowed and cleaned | Cuts down/mows the surroundings of the dept. | 95% of assigned areas | 100% of assigned areas | 5 | 5 | 5 | 5.00 | |
| Mimeographing Services | Number of test papers and instructional materials reproduced | Operates the copy printer machine | 95% of test papers and IMS and other documents | NONE | п | | | | no test papers and IMS reproduced because of flexible learning (synchronous and assynchronous online classes) |
| Other Services | Number of department activities facilitated and facilities fixed and repaired | Repairs damaged chairs,tables, fixes minor electrical wirings | 95% of requests | 100% of requests for minor repairs | 5 | 5 | 5 | 5.00 | fixed minor electrical wirings/replaced fuorescent tubes |
| Total Over-all Rating | | | | | | | | 39.00 | |

| Average Rating | 4.875 |
|--|-------------|
| Additional Points: | |
| Approved Additional points (with copy of approval) | 9 |
| FINAL RATING | 4.875 |
| ADJECTIVAL RATING | OUTSTANDING |

Evaluated & Rated by:

Department Head

Date: July 6, 2022

Recommending Approval:

MA. THERESA P. LORETO

College Dean
Date: 8 4 2022

| Comments & Recomme | ndations for | Development | Purpose: |
|--------------------|--------------|-------------|----------|
|--------------------|--------------|-------------|----------|

Mr. Tumulak is one of those rare employees of VSU who is willing to extend his services over and beyond what is expected of him. He is truly a brilliant addition to the department.

BEATRIZ'S. BELONIAS

Vice President for Academic Affairs

Date: _____





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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2022

| 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. C | 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. | 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 |

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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| 11. | Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment | 3 | 4 | 3 | 2 | 1 |
|-----|---|-----|-----|------|---|---|
| 12. | Willing to be trained and developed | 3 | 4 | 3 | 2 | 1 |
| | Score | | | | | |
| | Leadership & Management (For supervisors only to be rated by higher supervisor) | | 5 | 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 | 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 | |
| 4. | Accepts accountability for the overall performance and in delivering the output required of his/her unit. | 5 | 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 | 1 |
| | Total Score | (| 50 | | | |
| | Average Score | | 5.0 | 7 | | |

Overall recommendation :

Printed Name and Signature
Head of Office