

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: VICTORINO M. LAMO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical rating (2x3)
1. Numerical Rating per IPCR	4.81	0.70	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	0.30	1.43
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING: 4.80

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


VICTORINO M. LAMO
Name of Staff

Reviewed by:


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, 2017 to June, 2017.


VICTORINO M. LAMO
 Ratee


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	5	4	5	4.67	
Administrative Support Services	Number of payrolls, DTR/CSR, faculty workload, job orders, staff appointments and other documents recorded and forwarded on time	Forwarded/recorded payrolls, DTR/CSRs of faculty/staff, SA, GTAs, part-time teacher, job orders of laborers and SA to higher offices for approval	50	75	5	5	5	5.00	
	Number of TO, vouchers, certificate of appearance, 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	5	5	4	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 forwarded	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, forwarded and filed	6	6	5	4	4	4.33	
	Number of documents mimeographed	Documents mimeographed	5000	8000	5	5	5	5.00	
	Number of DAS lecture/laboratory rooms, comfort rooms, offices and other facilities opened/closed/checked during official working days or holidays when requested by instructors/professors	DAS lecture/laboratory rooms, comfort rooms, offices and other facilities were opened/closed/checked during official working days or holidays when requested by instructors/professors	10	10	5	5	5	5.00	
Total Over-all Rating									33.67

Average Rating (Total Over-all Rating/No. of A ⁴ Entries)		4.81
Additional Points:		
Punctuality	0	
Approved Additional points (with copy of approval)	0	
FINAL RATING	4.81	
ADJECTIVAL RATING	OUTSTANDING	

Comments & Recommendation for Development Purpose:

Received by:

TERESITA L. QUINANOLA

PRPEO

Calibrated by:

REMBERTO A. PATINDOL

PMT Chair

Recommending Approval:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Approved by:

EDGARDO E. TULIN

President

Date: _____

Date: _____

Date: _____

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: Victorino M. LamoPosition: 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						

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