



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(JULY-DECEMBER 2023)**

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	4.93	70%	3.451
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.876

TOTAL NUMERICAL RATING: 4.876


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.876

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


JEFREY M. TUMULAK
Name of Staff


Reviewed by:


MARIA VANESSA E. GABUNADA
Department/Office Head

Recommending Approval:


MA. THERESA P. LORETO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Jefrey M. Tumalak of the Department of Art, Languages and Literature commits to deliver and agree to be rated on the attainment of the following targets in

JEFREY M. TUMALAK

MARIA VANESSA E. GABUNADA

MA. THERESA P. LORETO

Admin. Aide III

Department Head

College Dean

Date: January 03, 2024

Date: 10 JAN 2024

Date: JAN 23 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
General Administration and Support Services (GASS)									
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	
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	5	5	4	4.67	
	Number of trashcans/trashboxes maintained	Implements solid waste management and proper segregation of waste	95% of assigned areas	96% of assigned areas	5	5	4	4.67	
	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	
Ground/Building Improvement and Landscaping	Number of plant boxes, walls and ceilings 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	5	5.00	
	Number of gutters drained and canals cleaned	Drains the gutters and cleans the canals	95% of assigned areas	95% of assigned areas	5	5	5	5.00	
	Number of dept. surroundings mowed and cleaned	Cuts down/mows the surroundings of the dept.	95% of assigned areas	98% 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	100% of test papers	5	5	5	5.00	
Other Services	Number of department activities facilitated and facilities fixed and repaired	Repairs damaged chairs, tables, fixes minor electrical wirings	95% of requests	95% of requests	5	5	5	5.00	

Total Over-all Rating								44.34	
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Average Rating (Total Over-all rating divided by number of entries)		4.93
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose: Mr. Tumalak is a great asset to the department. He performs his functions proficiently. He is advised to attend trainings for the development of his career.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA

Department Head

Date:

Recommending Approval

MA. THERESA P. LORETO

College Dean

Date: JAN 23 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: JEFREY M. TUMULAK Position: Admin Aide 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
Score	Total				
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)					
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					
Average Score					

Overall recommendation : _____


MARIA VANESSA E. GABUNADA
 Printed Name and Signature
 Head of DALL