



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **POLICARPO C. GUMBA, JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	0.70	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	0.30	1.38
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING:

4.84

Add: Additional Approved Points, if any:

-

TOTAL NUMERICAL RATING:

4.84

FINAL NUMERICAL RATING:

4.84

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

POLICARPO C. GUMBA, JR.

Name of Staff

Reviewed by:

MANUEL D. GACUTAN, JR.

Department/Office Head

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

Approved:

BEATRIZ S. BELONIAS

Vice-President for Academic Affairs

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, 2022 to June, 2022.

POLICARPO C. GUMBA, JR.
Ratee

Approved: MANUEL D. GACUTAN, JR.
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 faculty and staff DTR forms; projected teaching and actual faculty workloads computed/printed; renewal of faculty appointments and animal project managers appointments, instruction related letters/ communications prepared/ printed/ distributed for signature, and released for approval of higher offices on time	Printed/distributed monthly DTR forms of faculty and staff, DTR forms for Part-time Instructors and Professor Adjuncts, prepared letter of recommendation with projected faculty workload for renewal of temporary/part-time instructors/adjuncts, letter request hiring of new instructors/ GTAs and posting of notices, computed/typed/printed actual teaching/faculty workload, prepared faculty appointments for DAS animal projects, forwarded to head and released for higher VSU personnel/offices for approval on time	100	150	5	5	5	5.00	
	Number of Project Procurement Management Plans (PPMPs), Purchase Requests, Travel Orders with Arrangements of Classes of faculty prepared, forwarded for signature, release on time, and followed-ups	Prepared/printed Project Procurement Management Plans (PPMPs), Purchase Requests, Travel Orders with Arrangement of Classes of faculty forwarded for signature of head, release on time, and followed-ups	20	25	5	5	5	5.00	
	Number of Certificates of Field Practice bounded, Students Requests for ISO forms, Issuance of office supplies for faculty/staff use, Application for Leave of Faculty, Faculty Compensatory Day-Off (CDO) Schedule 2022, payrolls of job order workers, sale of animal inspection reports, etc. prepared, released, and forwarded on time	Prepared/printed certificates of Field Practice bounded at VSU Library, students requests for ISO forms, issuance of office supplies for faculty/staff/ department uses, payrolls for job order workers, faculty applications of leave, prepared document for CDOs of faculty, inspection of sold/dead animals, and certificates of field practice books submitted to DAS Library, processed/ forwarded for signature of head on time	75	125	5	5	4	4.67	

Number of e-mails requests received, responded/send, printed, forwarded with/without attachments, send e-mails with attachment for office/ISO forms and VSU offices memos for DAS faculty compliances and informations	E-mails requests received, responded/ sent, printed forwarded with/without attachments, send e-mails with attachment(s) of office/ISO forms and VSU offices memos for DAS faculty compliances and informations on time	70	90	5	5	5	5.00	
Number of ip messages with file attachment(s) (forms/office memos) receive/printed/replied and posted for information disseminations to faculty and staff	Ip messages with file attachments (forms/office memos) receive/printed/replied/posted and forwarded for information disseminations to faculty and staff on time	250	350	5	5	5	5.00	
Total Over-all Rating							29.67	


Average Rating (Total Over-all Rating/No. of A⁴ Entries)	4.94
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.94
ADJECTIVAL RATING	Outstanding

Comments & Recommendation for Development Purpose: *He is dedicated and has the strong determination to work and meets the target. Keep up the good works.*


Evaluated & Rated by:


MANUEL D. GACUTAN, JR.
 Department Head
 Date: 5/24/2022

Recommending Approval:


VICTOR B. ASIO
 Dean, CAFS
 Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: _____

Rating Scale: **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



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.

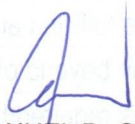
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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 his/her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve his/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/her 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		55 => 4.5				

22nd Feb 08

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						
Average Score						

Overall recommendation : _____


MANUEL D. GACUTAN, JR.
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: POLICARPO C. GUMBA, JR.
Performance Rating: Outstanding

Aim: To work efficiently and achieve targets on time.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January, 2022 Target Date: March, 2022

First Step: Follow-up requests on 2021 & 2022 PPMPs for office/lab./proj. supplies/ materials and prepares/ encodes/ routinely office documents ahead of time schedule for submission.

Result: Continued arrival of office/laboratory/farm supplies/materials was pushed because of follow-ups. Other routine works was properly attended, performed to and submitted on time.

Date: April 2022 Target Date: June 2022


Next Step: Continuous follow-up of PPMPs & all requests/documents for approval. Seek assistance & information on laborers' work attendances from AO1 for payroll matters; proper lay outing of work and activities.

Outcome: More office/Laboratory/farm supplies/materials/equipment were delivered. Important requests and documents for submission prepared & complied on time. Smooth operation of office works.


Final Step/Recommendation:

He is dedicated and has the strong determination to work and met the target. Likewise, his long work experiences contributed most for smooth operation of the office. Keep up the good service.

Prepared by:


MANUEL D. GACUTAN, JR.
Unit Head

Conforme:


POLICARPO C. GUMBA, JR.
Name of Ratee (Staff)