



#### **DEPARTMENT OF PEST MANAGEMENT**

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 63 53 565 0600 Local 1034 Email: pestmanagement@vsu.edu.ph Website: www.vsu.edu.ph

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

### Name of Administrative Staff: ARMANDO M. PABON

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.76	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
	TOTAL NUN	IERICAL RATING	4.78

**OUTSTANDING** 

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.75
FINAL NUMERICAL RATING	4.75

Prepared by: Reviewed by:

ARMANDO M. PABON Name of Staff

ADJECTIVAL RATING:

ROBELYN T. PIAMONTE Department/Office Head

Recommending Approval:

**VICTOR B. ASIO** Dean/Director

Approved:

BEATRIZ S! BELONIAS

Vice President for Academic Affairs

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ARMANDO M. PABON</u>, Administrative Aide III of the <u>DEPARTMENT OF PEST MANAGEMENT</u> commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **July** to **December**, **2023**.

ARMANDO M. PABON

Ratee 2024

Approved:

ROBELYN T. PIAMONTE

Head of Unit 124

MEO S DAD-	Success Indicators	Tooks Assigned	9.1	Actual			ating		Remarks
MFO & PAPs	Success indicators	Tasks Assigned	Target	Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	<b>T</b> <sup>3</sup>	A <sup>4</sup>	
Administrative Support Services	# of rooms maintained	Number or rooms maintained cleanliness and orderliness at the Department	15	15	5	A	3	4-67	
	Area of lawns maintained	Maintained cleanliness of dept. lawns, inside and outside of the building	1000 sqm	1000sqm	3	5	I	1.0	
	# of plants cared	Takes care of the plants both inside and outside the DPM building	35	40	2	4	\$	4-67	
	# of papers/pages collated & sorted	Collated and sorted IM's, handouts, office forms and etc.	500	750	J	4	4	4-33	
	# of supplies withdrawn	Assisted in the withdrawal of supplies from supply office	20	20	4	5	I	4-67	
	# of garbage disposed	Assisted in disposal of garbage in garbage dump site	20	150	3	3	\$	5.0	
	# of Examinations assisted	Act as proctor during examinations/set up class rooms for examinations		2	5	5	5	5.0	
Total Over- all Rating								33.39	

Average Rating	4.7%
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.76
ADJECTIVAL RATING	antstanding

Hanse	norbors	8	
depa	norbins Lable		
1			

Evaluated & Rated by:

Approved by:

POBELYN T. PIAMONTE
Dept/Unit Head
Date: AN 1 2 2024

**VICTOR B. ASIO** 

**Recommending Approval:** 

Dean/Director
Date: JAN 1 5 2024

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

1 - Quality

2 - Efficiency

3 - Timeliness

4 – Average





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### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July – December 2023</u>	
Name of Staff: Armando M. Pabon	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. C	ommitment (both for subordinates and supervisors)		5	Scale	Э	
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			5	7	

	eadership & Management (For supervisors only to be rated by higher upervisor)	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			4.7	7	

Overall recommendation

# EMPLOYEE DEVELOPMENT PLAN

	ng:
Aim: Maintain exc	cellent outputs at work
Proposed Interven	tions to Improve Performance:
Date:	Target Date: January – June 2024
	refresher seminars and workshops on building maintenance and pro
disposal/segregation	on of solid waste.
Result: Acquire ac	dditional knowledge on building maintenance, landscaping and pro
segregation of sol	id waste
Date:	Target Date:
	in the cleanliness and orderliness of the Department
-	•
Outcome: Well-m	aintained DPM building and grounds
Final Step/Recom	mendation:
	Prepared by:  ROBELYN T. PIAMONTE  Unit Head

ARMANDO M. PABON Name of Ratee Faculty/Staff