

Annex P**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	70%	3.2
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.9	30%	1.47
TOTAL NUMERICAL RATING			4.6

TOTAL NUMERICAL RATING: 4.6

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.6FINAL NUMERICAL RATING 4.6ADJECTIVAL RATING: **Outstanding**

Prepared by:


VICTORINO M. LAMO

Name of Staff

Reviewed by:


MANUEL D. GACUTAN, Jr.

Department/Office Head

Recommending Approval:


SUZETTE B. LINA

Dean/Director

Approved:


ROTACIO S. GRAVOSO

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (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, **2024 - June, 2024**.

VICTORINO M. LAMO

MANUEL D. GACUTAN Jr.

Ratee

Date: **22 July 2024**

Department Head

Date: **July 24, 2024**

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer friendly frontline services	0% complaint from client served	Serves as frontliner and delivers friendly customer services to clients	80% No complaint	90%	4	5	4	4.30	
Administrative Support Services	Number of Record Books prepared for recording department ISO documents	Record books prepared for recording department ISO	8	8	5	5	5	5.00	
	Number of payrolls, DTRs, faculty workload, job orders, staff appointments and other documents recorded and forwarded on time to higher offices for approval	Recorded, barcoded/number controlled and forwarded payrolls, DTR of faculty/staff, part-time teacher, job orders of laborers to higher offices for approval	150	100	4	4	4	4.00	
	Number of leave applications, payrolls, etc recorded and forwarded on time to higher offices for approval	Barcoded/number controlled, recorded, and forwarded leave application, payrolls etc. recorded and forward to higher office	100	100	5	5	5	5.00	

	Number of petty cash prepared, replenished, barcoded/number controlled, recorded and forwarded on time to higher offices	Prepared petty cash for instruction/animal projects, barcoded/number controlled, processed forwarded to higher office	10	10	5	5	5	5.00	
	Number of Project Reports prepared and submitted on time	Typed project reports, forwarded for signature and of project manager and approval of head and other approving officials, barcoded/ number controlled	3	3	4	5	4	4.30	
	Number of messengerial job made	Deliver and follow-up documents to different offices in the University	100	60	4	4	4	4.00	
	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, administrative/ faculty 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								36.60	
Average Rating								4.58	
Adjectival Rating								Very Satisfactory	

Comments & Recommendations for Development Purpose:

Improve further filing and recording of documents.

Evaluated & Rated by:


MANUEL D. GACUTAN, JR.

Department Head

Date: July 24, 2024


Recommending Approval:


SUZETTE B. LINA

Dean, CAFS

Date: 7-25-24

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 7-26-24

Rating Scale: 4.6 -5.0 Outstanding
3.8 - 4.5 Very Satisfacti

3.0-3.7 Satisfactory
2.2-2.9 Unsatisfactory

2.1 - & below Poor

PERFORMANCE MONITORING FORM

Name of Employees: Florentino D. Bolastig, Jr., Poca Joe A. Didal, Victorino M. Lamo and Gerald S. Lapara (Administrative Staff)

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Assist students, visitors, clients, customers, and co-employees. Provide/ extend services being frontliners	Clients Satisfaction	As the need arise	After sub- mission of the request(s)	After submission of the request(s)	Very Impressive	Outstanding	None
2	Keeps records of animal inventory/sales and submit monthly reports of DAS animal projects	Updated financial records and easy retrieval of documents	Monthly recording	January-June, 2024	End of every month and submitted 1 st week of the month	Impressive	Very Satisfactory	None
3	Provide health care and assist the project managers in the implementation of various activities	Healthy animals and smooth operation of the projects	Every three (3) months	January-June, 2024	March and June, 2024	Impressive	Very Satisfactory	None
4	Prepares communications, PMPs/PRs and hiring of faculty through HRIS system, TOs, vouchers, payrolls, appointments / contracts with supporting documents, faculty teaching/ workloads, etc.	Paper works with complete supporting documents and submitted on time to higher offices	As requested by supervisors, co-employees and other offices	1-5 days before deadline of submission	As soon as all documents are in order	Very Impressive	Outstanding	None
5	Facilitate submission of documents to various / higher offices	Proper recording and immediate submission/	Immediately after the document	Immediately before submission	On the date submitted	Very Impressive	Outstanding	None

		properly acknowledge	is ready for submissio n					
6	Follow-up all letter requests/ documents and procurement of field / office supplies	Frequent follow-up of all requested documents to facilitates delivery of supplies	From time to time on working days	As soon as possible for all requests/ documents and as sche-duled in the PPMPs for office/field supplies	Upon approval of request/docu ments, and delivery of item requested in the PPMPs	Very Impressive	Very Satisfactory	None
7	Pasture/provide water/give medication/ take care newly-born animals and monitor breeding	Healthy animals/ increase animal population	Everyday	Everyday	Everyday	Very Impressive	Outstanding	None
8	Cleaning of animal houses	Clean and orderly pro-ject/ reduce animal mortality	Everyday	Everyday	Everyday	Impressive	Very Satisfactory	None
9	Replant pasture paddocks, apply fertilizer, fix fences and carry out pasture improvement	Abundant forage supply for sustainable project	Immediat ely after pasture has been grazed/as the need arise	Immediately after pasture has been grazed / as the need arise	Immediately after pasture has been grazed / as the need arise	Impressive	Very Satisfactory	None
10	Maintain/repair animal project equipment/ facilities	Availability of workable equipment for	As the need arise	Immediately / as the need arise	Immediately	Impressive	Very Satisfactory	None

		project operation						
11	Assist / Facilitate selling of animals/ manure to clients	Client satisfaction	As the need arise	Immediately as the need arise	Immediately	Very Impressive	Outstanding	None

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


MANUEL D. GACUTAN, Jr.

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **VICTORINO M. LAMO**

Performance Rating: **OUTSTANDING**

Aim: To efficiently deliver services in terms of administrative support to achieve department targets.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step: Prepare/submit/barcode/number control on time and constant follow-up documents to facilitate approval.

Result: Office documents approved on time.

Date: July 2024

Target Date: December 2024

Next Step: Sharing of administrative workload with other administrative staff for smooth flow of office transactions.

Outcome: Submitted office documents on time to achieve department targets.

Final Step/Recommendation:

He is dedicated and has a strong determination to work and meet the target. Likewise committed to learn and extend services.

Prepared by:


MANUEL D. GACUTAN, JR.

Unit Head

Conforme:


VICTORINO M. LAMO

Name of Ratee (Staff)



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2024

Name of Staff: Victorino M. Lamo

Position: Farm Worker II

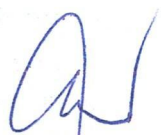
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		59				
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		4.9				
Overall recommendation: Inform admin staff on your whereabouts						


 Manuel D. Gacutan, Jr
 Printed Name and Signature
 Head of Office