


COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF


Name of Administrative Staff: **JUANCHO M. LAO**

| Particulars<br>(1)  | Numerical Rating<br>(2) | Percentage<br>Weight 70%<br>(3) | Equivalent<br>Numerical Rating<br>(2 X 3) |
|---|-------------------------|---------------------------------|---|
| 1. Numircal Rating per IPCR   | 4.90                    | 0.70                            | 3.43                                      |
| 2. Supervisor/Head's<br>assessment of his contribution<br>towards attainment of office<br>accomplishments | 4.92                    | 0.30                            | 1.48                                      |
|   | TOTAL NUMERICAL RATING  |                                 | 4.90                                      |

TOTAL NUMERICAL RATING: 4.90  
Add: Additional Approved Points, if any:  
TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: OUTSTANDING

Prepared by:  
  
**JUANCHO M. LAO**  
Name of Staff


Reviewed by:  
  
**ALICIA M. FLORES**  
Department/Office Head


Recommending Approval:  
  
**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance

Approved:  
  
**REMBERTO A. PATINDOL**  
Vice President for Admin. & Finance

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **Juancho M. Lao**, of the **SUPPLY, PROCUREMENT & PROPERTY MANAGEMENT OFFICE** 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 TO JUNE, 2019**

  
**JUANCHO M. LAO**  
Ratee

  
**ALICIA M. FLORES**  
Head, SPPMO

| UMFO 6: General Administration and Support Services                       |  |  |  |  |                |                |                |                |         |
|---|--|--|--|--|----------------|----------------|----------------|----------------|---------|
| OVPAF MFO 8: Supply and Property Management Services                      |  |  |  |  |                |                |                |                |         |
| MFO/PAPS  | Program/Activities Undertaken  | Task Assigned  | TARGET<br>January to June 2019             |  | Rating         |                |                |                | Remarks |
|   |  |  | Target                                     | Actual                                     | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| SPPMO MFO 1: Administrative and Support Services Management               |  |  |  |  |                |                |                |                |         |
| PI 1: Efficient and customer friendly Services                            | A 1: Frontline services  | T 1: Serves and attends to clients requests and inquiries.   | Zero percent complaint from clients served | Zero percent complaint from clients served | 5              | 5              | 5              | 5.00           |         |
| PI 2: Efficient Office Management and maintenance                         | A. 1: No. of times acted as Officer in-charge of the Property Office         | T 1: Acts as Officer in-charge of the Property Office in the absence of the head.                        | 4  | 6  | 5              | 5              | 5              | 5.00           |         |
|   | A.2: No. of reimbursement voucher prepared with complete supporting document | T 2: Prepares PR, OBR, BUR and voucher for reimbursement and pre-travel                                  | 24   | 40   | 5              | 5              | 5              | 5.00           |         |
| PMO MFO 8.1 Administrative and support services                           |  |  |  |  |                |                |                |                |         |
| PI 1: Permits, Licensing and registration of Buildings and Motor Vehicles | A. 1: No. of vehicles insurance and registration processed and paid.         | T 1: Processes and facilitates payment of registration, & insurance of VSU vehicles.                     | 21   | 45   | 5              | 5              | 5              | 5.00           |         |
|   | A.2: No. of vehicle smoke test facilitated, one month before expiration date | T 2: Smoke test all VSU vehicles at accredited emission center of LTO                                    | 21   | 45   | 5              | 5              | 5              | 5.00           |         |
|   | A.3: No. of buildings insurance processed and paid                           | T 3: Processes and facilitates payment of insurance and permits of VSU buildings.                        | 36   | 54   | 5              | 5              | 4              | 4.67           |         |
| PMO MFO 8.4 Inventory Management  |  |  |  |  |                |                |                |                |         |
| PI 2: Reconciliation and Updating of buildings, properties, and equipment | A. 1: No. of e-copies furnished/facilitated to different departments,        | T 1: Prepares soft copies reports of equipment to requesting department for AACCUP, ISA and ISO purposes | 5  | 10   | 5              | 5              | 4              | 4.67           |         |

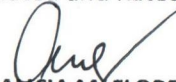


| MFO/PAPS   | Program/Activities Undertaken  | Task Assigned   | TARGET<br>January to June 2019 |        | Rating         |                |                |                | Remarks |
|--|--|---|--------------------------------|--------|----------------|----------------|----------------|----------------|---------|
|  |  |   | Target                         | Actual | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| in the inventory book of accounts  | A. 2: No. of monthly inventory reports checked of VSU projects(excluding IGP projects), without valid complaint  | T 2: Checks monthly inventory report of VSU projects for CY 2018  | 6                              | 6      | 5              | 5              | 4              | 4.67           |         |
| PI 3: Physical Inventory taking  | A. 1: No. of building inspected  | T 1: Conducts physical inventory of VSU building for insurance  | 36                             | 54     | 5              | 5              | 5              | 5.00           |         |
|  | A. 2: No. of vehicle checked, verified as to serviceability  | T 2: Conducts physical inventory of motor vehicles as regards to condition of the serviceability          | 20                             | 45     | 5              | 5              | 5              | 5.00           |         |
| PMO MFO 8.6 Disposal Management  |  |   |                                |        |                |                |                |                |         |
| PI 2: Inspection and disposal of working animals   | A. 1: No. of inspection and disposal witnessed and conducted on working animals and all other animals owned by University, within 5 minutes after receipt of request | T 1: Inspects, witnesses working animals/breeding animals for disposal/death of all animals owned by VSU. | 5                              | 6      | 5              | 5              | 5              | 5.00           |         |
| PI 8:Updating reports of unserviceable properties for dropping from the book of accounts | A. 1: No. of Inventory & Inspection Report accomplished as basis for dropping the property from the books of accounts  | T 1: Updates inventory reports for CY 2019  | 50                             | 50     | 5              | 5              | 4              | 4.67           |         |
|  | A. 2: No. of items listed for dropping   | T 2: Lists properties and equipment for dropping  | 45                             | 50     | 5              | 5              | 5              | 5.00           |         |
| Total Over-all Rating  |  |   |                                |        |                |                |                | 63.67          |         |


|  |  |      |
|--|--|------|
| Average Rating (Total Over-all rating divided by 13) |  | 4.90 |
| Additional Points:                                   |  |      |
| Punctuality  |  |      |
| Approved Additional points (with copy of approval)   |  |      |
| FINAL RATING   |  |      |
| ADJECTIVAL RATING                                    |  |      |

**Comments & Recommendations for Development Purposes:**  
 Recommended to attend seminars/ trainings relative to Property Management.


Evaluated and Rated by:

  
**ALICIA M. FLORES**  
 Head, SPPMO

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
 VP for Admin and Finance

Approved by:

  
**REMBERTO A. PATINDOL**  
 VP for Admin and Finance

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE, 2019Name of Staff: JUANCHO M. LAO Position: ADMINISTRATIVE AIDE VI

**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 | 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  | 59    |   |   |   |   |
| Average Score  | 4.92  |   |   |   |   |

Overall recommendation : \_\_\_\_\_

  
**ALICIA M. FLORES**  
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JUANCHO M. LAO  
Performance Rating: January to June 2019

Signature: 

Aim: **Effective and efficient delivery of administrative services**

Proposed Interventions to Improve Performance:

Date: January 1 Target Date: June 30, 2019

First Step:  
Recommended to attend Seminar-Workshop applicable to Property Custodian and as government personnel/employee such as:  
  
1.) **Supply and Property Management System to be conducted by COA**  
2.) **Financial and Property Management (Internal Control Structure) to be conducted by COA.**

Result:  
Not attended yet the recommended seminar/trainings/workshops.


Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: Not attended yet the recommended seminar/trainings/workshops.

Final Step/Recommendation:  
  
1.) **Recommended to attend seminar on the implementation on the use of Government Accounting Manual (GAM).**  
2.) **Seminar/ training to be conducted by POAP**

Prepared by:

  
ALICIA M. FLORES  
Unit Head