



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **VICTORINO M. LAMO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.42
TOTAL NUMERICAL RATING			4.8

TOTAL NUMERICAL RATING:

4.8

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.8

FINAL NUMERICAL RATING

4.8

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

VICTORINO M. LAMO
Name of Staff

Reviewed by:

MANUEL D. GACUTAN, Jr.
Department/Office Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
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 Januray, **2023 - June, 2023**.

VICTORINO M. LAMO

Ratee

Date: *7/18/23*

MANUEL D. GACUTAN Jr.

Department Head

Date: *July 20, 2023*

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	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	150	4	5	5	5.00	

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 comfort rooms maintained	Cleaned/Sanitized of toilet bowls and floors	5	5	4	4	5	4.30	

	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								37.90	
Average Rating								4.74	
Adjectival Rating								Outstanding	

Comments & Recommendations for Development Purpose:
Mr. Lamo should practice more organized data filing.

Evaluated & Rated by:


MANUEL D. GACUTAN, JR.

Department Head

Date: July 20, 2023

Recommending Approval:


VICTOR B. ASIO

Dean, CAFS

Date: July 21, 2023

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: July 21, 2023

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 2023

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
Score	Total 15				
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	23				
Average Score	4.76				
Overall recommendation : Exercise more organized filing system and start mentoring admin staff of your responsibilities in DAS					



MANUEL D. GACUTAN, Jr.
 Printed Name and Signature
 Head of DAS

EXHIBIT L

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 and/or Competence and Qualification to assume higher responsibilities:

Date: January 2022 Target Date: June 2023

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

Result: Office documents approved on-time.

Date: July 2023 Target Date: December 2023

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


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

Final Step/Recommendation:

He is dedicated and has a strong determination to work and meets 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)