## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

JUANCHO M. LAO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
Numircal Rating per IPCR	4.82	0.70	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	0.30	1.48
	TOTAL NUMER	RICAL RATING	4.85

TOTAL NUMERICA	L RATING:
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4.85

Add: Additional Approved Points, if any:

**TOTAL NUMERICAL RATING:** 

4.85

**ADJECTIVAL RATING:** 

OUTSTANDING

Prepared by:

Reviewed by:

JUANCHO M. LAO

Name of Staff

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

# COMPLETATION OF FINAL INDIVIDUAL RATING FOS

Name of Administrative Staff.

CALLER CHICKAUL

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the months of the property of the contract of	S. M	(E.0		2. Supervisor/Heed's assessment of his coarbudon fowards attainment of office accomplishments
er en	e en general de la constant de la c	GIGITAN DIS	PERMIN JATOT	angungan mengan dan mengan samungan sebagai dan mengantantan dan terdapat dan sebagai sebagai sebagai sebagai s

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

ADJECTIVAL EXTING

OUTSTANDING

38 A

33.5

repared by:

JILANGHOMALLAGI Neice of Sign

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LYC GOWELYS F.

ALICIA M. ÉLORES Unparmen/Office Here

Reconstruction of Approvals

REMBERTO A PARMODE.
Vice Presidentifo Admin. & France

Approved:

REMEDIATION PATHUDS.
Vice President for Admin. 3 Fit enco

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Juancho M. Lao, of the <u>SUPPLY, PROCUREMENT & PROPERTY MANAGEMENT OFFICE</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>JANUARY TO JUNE 2018.</u>

JUANCHO M. LAO Ratee

ALICIA M./FLORES
Head, SPPMO

<u>UMFO 6:</u> General Admii	nistration and Support Services								
OVPAF MFO 7: Property	/ Management								
MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to	RGET June 2018	-1		iting	T 4	Remarks
SPPMO MFO 1: Administ	trative and Support Services Management		Target	Actual	Q¹	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 1: Efficient and custome		T 1: Serves and attends to cleints requests				ļ			
friendly Services		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	<b>A. 1:</b> 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	
maintenance	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	45	5	5	4	4.67	
PMO MFO 7.1 Admini	strative and support services					<del>                                     </del>	<del> </del>		
PI 1: Permits, Licensing and registration of huildings and Motor	A. 1: No. of vehicles insurance and registration processed and paid.	<b>T 1:</b> Processes and facilitates payment of registration, & insurance of VSU vehicles.	21	20	5	5	4	4.67	
/ehicles	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	20	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	36	5	5	4	4.67	
PMO MFO 7.4 Inventory i	Management								
PI 2: Reconcillation and Updating of buildings, properties, and equipmer	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		RGET June 2018		Ra	iting		Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	, Keillaik.
n the inventory book of accounts	A. 2: No. of monthly inventory reports checked of VSU projects(excluding IGP projects), without valid complaint	<b>T 2:</b> Checks monthly inventory report of VSU projects for CY 2017	6	6	5	5	4	4.67	
PI 3: Physical Inventory raking	A. 1: No. of building inspected	T 1: Conducts physical inventory of VSU building for insurance	35	35	5	5	5	5.00	
	A. 2: No. of vehicle checked, verified as to serviceability	<b>T 2:</b> Conducts physical inventory of motor vehicles as regards to condition of the serviceability	20	20	5	5	5	4.67	
PMO MFO 7.5 Disposal Ma	nagement					1	<del> </del>		
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/bredding animals for disposal/death of all animals owned by VSU.	5	5	5	5	4	4.67	
PI 8:Updating reports of unserviceable properties for dropping from the pook 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 2017	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	
otal Over-all Rating								62.67	

	4.82

Comments & Recommendations for Development Purposes: Recommended to attend Seminar on the implementation of the use of Government Accounting Manual

Eva	luated	and	Rated	by
		^		•

ALICIA M. FLORES Head, SPPMO

vate:

**Recommending Approval:** 

REMBERTO A. PATINDOL

VP for Admin and Finance

Approved by:

REMBERTO A. PATINDOL

VP for Admin and Finance

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JUANCHO M. LAO 2 of 2

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### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY TO JUNE 2018** 

Name 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

Α. (	Commitment (both for subordinates and supervisors)		S	cal	е	
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	<b>(5)</b>	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				-	

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	J9				
	Average Score	4.92				

Yung
ALICIA M. FLORES

Name of Head

Overall recommendation :

### EMPLOYEE DEVELOPMENT PLAN

Name	of Employee:	JUANCHO M. LAO Signature:
Perfor	mance Rating:	January to June 2018
Aim:	Effective and	efficient delivery of administrative services
Propo	sed Interventio	ns to Improve Performance:
Date:	January 1	Target Date: <u>June 30, 2018</u>
First S	Step:	
gover 1.) W 2.) St 3.) Fi	nment person ork-Life Flexi opply and Pro	tend Seminar-Workshop applicable to Property Custodian and as nel/employee such as:  ibility to be conducted by POAP perty Management System to be conducted by COA roperty Management (Internal Control Structure) to be conducted by
COA Result	<b>:</b> :	
	ecommendatio 0-13, 2018	on is approved and the training on Work-Life Flexibility is scheduled on
Date:		Target Date:
Next S	Step:	
Final S Recon	Step/Recomme	attend seminar on the implementation on the use of Government
Confo	JUANCHO M	ALICIAM. FLORES Unit Head