

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **LEGARIO B. RAMOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numerical Rating per IPCR	4.82	0.70	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	0.30	1.45
	TOTAL NUMERICAL RATING		4.82


TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


LEGARIO B. RAMOS
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, Legario B. Ramos, of the ILFMU and 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.

LEGARIO B. RAMOS
Ratee

ALICIA M. FLORES
Head, SPPMO



UMFO 6: General Administration and Support Services

OVPAF MFO 4: Physical Facilities Development and Maintenance

GSD MFO 6: Instrumentation and Laboratory Facilities Maintenance

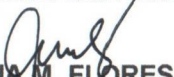
OVPAF MFO 8: Supply and Property Management Services

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January to June, 2019		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
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 cleints requests and inquiries.	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
ILFMU MFO 1: Laboratory, Cooling, IT, Office Facilities Maintenance	PI 1. Number of laboratory equipment maintained	Evaluate and determine cost of repair	10	11	5	5	4	4.67	
	PI 3. Number of cooling facilities maintained	Repair/Clean /Installed	75	96	5	5	5	5.00	
	PI 4. Number of IT equipment maintained	Clean and repair	30	37	5	5	4	4.67	
	PI 5. Number of multimedia equipment repaired	Evaluate and troubleshoot	5	9	5	5	4	4.67	
	PI 7. Percentage of time devoted for administrative duties and responsibility	Manage and direct the office operations	50%	100%	5	5	5	5.00	
MFO Documentation of Repaired Equipment/Record keeping	PI 8. Number of equipment documented/recorded	Keep record/document repaired equipment	150	157	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January to June, 2019		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
MFO Inspection of Laboratory Equipment and Supply	PI 1. Number of laboratory equipment inspected	Inspect lab equipment	50	200	5	5	5	5.00	
	PI 2. Number of lab supply inspected	Inspect lab supply	500	1257	5	5	5	5.00	
Extension Services	PI 1. Number of GSIS KIOKS user assisted	Orient/ assist KIOKS users							
Extension Services/Advanced and Higher Education Services	a. outsiders		100	123	5	5	5	5.00	
	b. VSU Staff		100	312	5	5	5	5.00	
	PI 1. Number of students conducting thesis assisted	Assists student conducting thesis	3	5	5	5	4	4.67	
	PI 2. Number of students with IT problems helped	Restoration of system after virus attack & other problems	2	4	5	5	5	5.00	
	Number of hours spent on student assisting/ special problem consultation	Advice students on the possibility of the incorporation of the control gadgets	10	15	5	5	4	4.67	
OVPAF MFO 8: Supply and Property Management Services (March 25 to June 30, 2019)								0.00	
PMO MFO 8.2 Storage and Warehousing									
PI 2: Inspection and acceptance of supplies, materials and equipment	A. 1: No. of Inspection and Acceptance Reports reviewed, checked and signed.	T 1: Reviews, checks and signs Inspection and Acceptance Reports of S/M/E	50	100	5	5	4	4.67	
PMO MFO 8.3 Distribution management									
PI 3: Preparation and approval of ARE/ICS	A.1: No. of PAR/ICS reviewed and signed	T 1: Reviews and signs ARE/ICS	100	150	5	5	5	5.00	
PMO MFO 8.4 Inventory Management									
PI 3: Physical inventory taking	A.1 : No. of Physical Inventory for Supplies, Materials, Buildings, Properties, and Equipment conducted	T 1: Conducts physical inventory of supplies, materials and equipment in the SPPMO bodega.	1	1	5	5	4	4.67	
PMO MFO 8.5 Disposal Management									

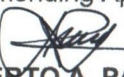
MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment January to June, 2019		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 1: Receipt, collection, inspection and appraisal of Waste Materials & Unserviceable Properties	A. 1: Percentage of waste materials reports checked , inspected and signed	T 1: Checks, inspects and signs waste materials reports	100%	100%	5	5	4	4.67	
PI 6: Public auction/bidding of un serviceable properties	A. 1:Percentage. of unserviceable properties appraised for disposal thru public auction	T 1: Computes appraisal value of unserviceable properties for disposal	100%	100%	5	5	4	4.67	
Total Over-all Rating					95.00	95.00	85.00	91.67	
Average Rating (Total Over-all rating divided by 19)				4.82	Comments & Recommendations for Development Purposes: Recommended to attend trainings on Property Management System to be conducted by COA				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated and Rated by:


ALICIA M. FLORES
Head, SPPMO

Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
Vice President (PMT)

Approved by:


REMBERTO A. PATINDOL
Vice President

1 - quality 2- efficiency 3- timeliness 4- Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE, 2019Name of Staff: LEGARIO B. RAMOS Position: ADMINISTRATIVE OFFICER IV

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		58				
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						
Average Score		4.82				

Overall recommendation : _____


REMBERTO A. PATINDOL
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEGARIO B. RAMOS

Signature: 

Performance Rating: January to June 2019

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 on:

- 1. Property and Supply Management System**

Result:

Not attended any trainings.

Date: _____ Target Date: _____

Next Step:

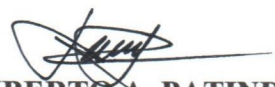
Outcome: **Applied the lesson learned on the trainings/ workshops attended.**

Final Step/Recommendation:

Recommended to attend Seminar-workshop on the following:

- 1. Government Property and Supply Management**
- 2. Disposal of Unserviceable Properties**

Prepared by:


REMBERTO A. PATINDOL
VP for Admin and Finance