

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: POLICARPO C. GUMBA, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical rating (2x3)
1. Numerical Rating per IPCR	4.90	0.70	3.433
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	0.30	1.475
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:

POLICARPO C. GUMBA, JR.
Name of Staff

Reviewed by:

JULIUS V. ABELA
Department/Office Head

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

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

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: POLICARDO RUBEN JR.

Particulars	Numerical Rating (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating by RCR		4.90	0.70	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office responsibility		4.88	0.30	1.46
TOTAL NUMERICAL RATING				4.89

4.89

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

4.89

TOTAL NUMERICAL RATING:

OUTSTANDING

ADJECTIVAL RATING:

Reviewed by:

Prepared by:

JOSEPH A. ARRA
Department Office Head

POLICARDO RUBEN JR.
Name of Staff

Approved:

Recommending Approval:


BEATRIZ S. BRONIAS
Vice-President for Instruction

VICTOR B. ARIO
Dean, CAPS

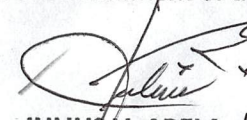
RATING SCALE: 4.5-5.0 Outstanding
3.5-4.5 Very Satisfactory
3.0-3.5 Satisfactory
2.5-3.0 Unsatisfactory
2.0 & below Poor

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **POLICARPO C. GUMBA, JR.**, 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 **July, 2018 to December, 2018**.


POLICARPO C. GUMBA, JR.
Ratee

Approved:


JULIUS V. ABELA
Head of Unit

MFO & PAPS	Success Indicators	Task Assigned	Targets	Actual Accomplishment	Rating				Remark(s)
					Q ¹	E ²	T ³	A ⁴	
Efficient and Customer Friendly Frontline Services	Zero percent complaint from client served	Officer of the day (frontliner), one of the person to entertain students, clients/ customers, and VSU co-employees requests.	90% no complaint	100% no complaint	5	5	5	5.00	
Administrative Support Services	Number of CSRs/DTR; faculty workload; renewal of faculty appointments, administrative/farm workers job orders, faculty research/extension appointments; prepared/ distributed, signed, recorded, released and forwarded on time	Prepared/printed/distributed DTR forms for faculty/part-time instructors/GTAs/administrative/ farm workers, prepared letter of recommendation with projected faculty workload for renewal of temporary/part-time instructors/adjuncts, prepared job orders for laborers, letter request hiring of new instructors/ GTAs and posting of notices, computed/typed actual teaching/faculty workload, faculty research/ extension appointments, forwarded to head and higher VSU personnel/offices for approval, recorded, and filed copies	80	200	5	5	5	5.00	
	Number of TO, vouchers for cash advances/liquidations/reimbursements/replenishments, certificates, leave applications, payrolls of administrative/farm workers, honorariums faculty research etc. prepared, signed, released, recorded and forwarded on time	Prepared Travel Orders (TOs), typed/computerizes travel vouchers for cash advances/liquidationd/ reimbursements/replenishments, payrolls for administrative/farm workers, faculty research honorariums, prepared leaves applications for CDOs, sick, and vacation, prepared certificates of appearances of visitors/LGUs, clients/ students who pursue undergraduate/ graduate studies in VSU, and certificates of field practice books submitted to DAS Library, tree planting certificates, processed for signature of head and other certifying officials, recorded, forwarded and filed	100	300	5	5	5	5.00	
	Number of students registration permits and students semesters individual and personal copies of grades	Issued students registration permits and students semesters individual and personal copies of grades	200	210	5	5	4	4.67	

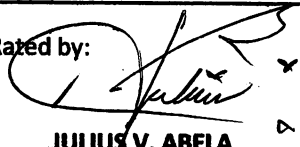
Number of class rosters printed, grade sheets (midterm/final), temporary and INC grade sheets, submitted for signature of instructors/ professors/head, forwarded to CAFS, Graduate School, and to the registrar's office, recorded, and filed	Class rosters printed, grade sheets (midterm/ final), temporary and INC grade sheets, submitted for signature of instructors/ professors/ head forwarded to approving offices, recorded, and filed	100	110	5	5	4	4.67	
Number of ip messages with file attachment(s) (forms/office memos) receive/printed/replied and posted for information disseminations to faculty and staff	Ip messages with file attachments (forms/office memos) receive/printed/replied and posted for information disseminations to faculty and staff	300	455	5	5	5	5.00	
Number of subjects conducted for Teaching Performance Evaluation By-Students to faculty of other departments per memorandum issued by the VSU President	Conducted Teaching Performance Evaluation By-Students of Department of Computer Science and Technology (DCST) faculty	22	28	5	5	5	5.00	
Total Over-all Rating							34.33	

Average Rating (Total Over-all Rating/No. of A⁴ Entries)		4.90
Additional Points:		
Punctuality	0	
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.90
ADJECTIVAL RATING		Outstanding


Comments & Recommendation for Development Purpose:

Attendance to trainings & seminars for administrative improvement


Evaluated and Rated by:


JULIUS V. ABELA
Head, Dept. of Animal Science
Date: _____

Recommending Approval:


VICTOR B. ASIO
Dean, College of Agriculture
Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: _____

Legend: Q¹ - Quality
E⁺ - Efficiency
T⁺ - Timeliness
A⁴ - Average

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

County of Los Angeles - Department of Education

A - Average
 B - Below Average
 C - Good
 D - Excellent
 E - Outstanding

1 - 100% Achievement
 2 - 90% Achievement
 3 - 80% Achievement
 4 - 70% Achievement
 5 - 60% Achievement

Date:

Date:

Date:

Head of School/Principal:

Principal of School:

Principal of Instruction:

Signature:

Signature:

Signature:

Evaluated and Approved:

Recommendations:

Comments:

Subject	Grade	Score	Comments
Mathematics	5th	85	Good progress in algebra.
Science	5th	78	Needs more practice in experiments.
Language Arts	5th	92	Excellent writing skills.
Physical Education	5th	88	Active and cooperative.
Art	5th	80	Good creativity.
Music	5th	75	Needs more practice in rhythm.
Foreign Language	5th	82	Good understanding of Spanish.

Department of Education
 Office of the Superintendent
 1234 Main Street
 Los Angeles, CA 90001

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2018

Name of Staff: Policarpo C. Gumba, Jr.

Position: Administrative Aide 4

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				

ave = 4.91

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						

pts Included

Overall recommendation : _____


JULIUS Y. ABELA, Ph.D.
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: POLICARPO C. GUMBA, JR.
Performance Rating: Outstanding

Aim: To improve work efficiency and achieve targets on time.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January, 2018 Target Date: March, 2018

First Step: Follow-up requests on 2018 PPMP for office/lab./proj. supplies/
materials with Victorino M.Lamo and prepares/encodes/ routinely office
documents ahead of time schedule for submission

Result: Regular arrival of office/laboratory/farm supplies/materials and on-time
submission of all documents for approval of higher VSU Officers.

Date: April 2018 Target Date: June 2018

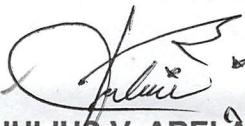
Next Step: Continuous follow-up of all requests/documents for approval and
also seek assistance with Mr. Carlito V. Sanchez (DAS Administrative Officer I
regarding project requests and laborers' work attendances for payroll matters;
and proper lay outing of schedule of activities and document files.

Outcome: Smooth operation of office works.

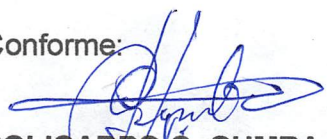
Final Step/Recommendation:

Keep up the good works.

Prepared by:


JULIUS V. ABELA
Unit Head

Conforme:


POLICARPO C. GUMBA, JR.
Name of Ratee (Staff)

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: POLICARPO C. GUMBA JR.
Performance Rating: Outstanding

Aim: To improve work efficiency and achieve targets on time

Proposed interventions to improve Performance and/or Competence and Qualification to assume higher responsibility:

Date: January 2018 Target Date: March 2018

First step: Follow-up request on 2018 PMP for official VOT supplies materials with Vitoño M. Lino and the personnel of country office documents ahead of time schedule for submission

Result: Regular arrival of official documents and supplies materials and on-time submission of all documents for approval of higher VOT Officer

Date: April 2018 Target Date: June 2018

Next step: Continue follow-up of all request documents for approval and also seek assistance with Mr. Carlo V. Ramirez (DAS Administrative Officer) regarding request and labors work attendance for payroll matters and proper layout of schedule of activities and document files

Outcome: Smooth location of office works

Final step: Recommendation

Keep up the good works

Prepared by:

JULIUS A. BELA

Unit Head

Confirmed:

POLICARPO C. GUMBA JR.
Name of Ratee (Self)