#### 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)
Numerical Rating per IPCR	4.90	0.70	3.433
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	0.30	1.475
	TOTAL NUME	RICAL RATING	4.90

TOTAL NUMERICAL RATING:

4.90

\$

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.90

.40

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

Reviewed by:

UMBA. JR.

Name of Staff

cvicwed by.

JULIUS V. ABELA

Department/Office Head

Recommending Approval:

Approved:

VICTOR B. ASIO

Dean, CAFS

BEATRIZ S. BELONIA

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 BATING FOR ADMINISTRATIVE STAFF

Name of Authoritiative Staff: PO! (CARPO C GURGIA 18.

Marie of the second of the sec	Equivalent Nume ical rating (2x3)	Percentage Weight (3)	Numerical Pating (2)	(1)	s:¶
	3.433	0.70	4.90	and the second of the second o	L. Numerical Rating partico
	1.465	0.30	. \$ <b>8</b> .€	ment of his contribution towards raphtheasts	Supervisor/Huad's assented attainment of office acco
. 1	6.655	RICAL PARIES	FOTAL MUME	Control of the Contro	The second secon

TOTAL NUMERICAL RATIONS:

Add: Additional Approved Points if any:

TOTAL NUMBEROAT HATING!

OUTSTANDING

LEWITAR JAWYDEIGA

Prepared by:

Reviewed by:

POLICARILLY CHUNEALIE

Have to make .

Recommending April Gyeli

Approved:

Dean, CAFS

RATINGS CALE: 4.6-5.0 Outstanding

3.3-4.5 Very Sacisfactory

3.0-3.7 Saidteatory

2.2-2.5 Unsailsfaces v

III to below Foor

AJEA VYULUL

Department/Office Head

Vice-President for Instruction

#### INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, <u>POLICARPO C. GUMBA, JR.</u>, of the <u>Department of Animal Science</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 **July, 2018 to December, 2018**.

POLICARPO C. GUMBA, JR.

Ratee

Approved:

JULIUS V. ABELA
Head of Unit

Actual Rating MFO & PAPS **Success Indicators Task Assigned Targets** Accomplish-Remark(s) E<sup>2</sup> T<sup>3</sup> Q1 ment **Efficient and Customer** Zero percent complaint from client Officer of the day (frontliner), one of the person to 90% no 100% no 5 5 5.00 **Friendly Frontline** served entertain students, clients/ customers, and VSU cocomplaint complaint Services employees requests. **Administrative Support** Number of CSRs/DTR; faculty Prepared/printed/distributed DTR forms for faculty/part-80 200 5 5 5 5.00 Services workload; renewal of faculty time instructors/GTAs/administrative/ farm workers, appointments, administrative/farm prepared letter of recommendation with projected workers job orders, faculty faculty workload for renewal of temporary/part-time research/extension appointments; instructors/adjuncts, prepared job orders for laborers, letter request hiring of new instructors/ GTAs and posting prepared/distributed, signed, recorded, released and forwarded on of notices, computed/typed actual teaching/faculty workload, faculty research/ extension appointments, time forwarded to head and higher VSU personnel/offices for approval, recorded, and filed copies Number of TO, vouchers for cash Prepared Travel Orders (TOs), typed/computerizes travel 100 300 5 5 5 5.00 advances/liquidations/reimbursement vouchers for cash advances/liquidationd/ s/replenishments, certificates, leave reimbursements/replenishments, payrolls for applications, payrolls of administrative/farm workers, faculty research administrative/farm workers, honorariums, prepared leaves applications for CDOs, sick. honorariums faculty research etc. and vacation, prepared certificates of appearances of prepared, signed, released, recorded visitors/LGUs, clients/ students who pursue and forwarded on time 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 Number of students registration Issued students registration permits and students 200 210 5 5 4 4.67 permits and students semesters semesters individual and personal copies of grades individual and personal copies of

PC Gumba, Jr. / IPCR, July-December, 2018. p 1 of 2

grades

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Students to faculty of other	Technology (DCST) faculty							
departments per memorandum issue			ĺ	ŀ				
by the VSU President				1				
			Total Ove	r all	Datin	_	34.33	

Average Rating (Total Over-all Rating/No. of A <sup>4</sup> 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:** 

Evaluated and Rated by:

Head, Dept of Animal Science

Date:

Recommending Approval:

**VICTOR B. ASÍO** 

Dean, College of Agriculture

Date:

Approved by:

Vice-President for Instruction

Date:

Legend:

Q1 - Quality

E' - Efficiency

T' - Timeliness

A<sup>4</sup> - 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

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### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July-December, 2018</u>

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

transacting business with the office fulfilling and rewarding.  2. Makes self-available to clients even beyond official time  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  4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.  5. Commits himself/herself to help attain the targets of his/her office by assisting coemployees who fail to perform all assigned tasks  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.  7. Keeps accurate records of her work which is easily retrievable when needed.  8. Suggests new ways to further improve her work and the services of the office to its clients  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  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  11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	A.	Commitment (both for subordinates and supervisors)		5	Scal	е	
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  4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.  5. Commits himself/herself to help attain the targets of his/her office by assisting coemployees who fail to perform all assigned tasks  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.  7. Keeps accurate records of her work which is easily retrievable when needed.  8. Suggests new ways to further improve her work and the services of the office to its clients  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  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  11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment  12. Willing to be trained and developed	1.	•	(3)	4	3	2	1
CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay  4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.  5. Commits himself/herself to help attain the targets of his/her office by assisting coemployees who fail to perform all assigned tasks  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.  7. Keeps accurate records of her work which is easily retrievable when needed.  8. Suggests new ways to further improve her work and the services of the office to its clients  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  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 folion of clientele  11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment  12. Willing to be trained and developed	2.	Makes self-available to clients even beyond official time	(5)	4	3	2	1
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8. Suggests new ways to further improve her work and the services of the office to its clients  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  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  11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment  12. Willing to be trained and developed  13. 2 1  14. 3 2 1  15. 4 3 2 1  16. 5 4 3 2 1  17. Total Score	6.		<b>(5)</b>	4	3	2	1
Clients  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  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  11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment  12. Willing to be trained and developed  13. 2 1  14. 3 2 1  15. 4 3 2 1  16. 4 3 2 1  17. Total Score	7.	Keeps accurate records of her work which is easily retrievable when needed.	(3)	4	3	2	1
assignment is not related to his position but critical towards the attainment of the functions of the university  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  11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment  12. Willing to be trained and developed  13. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment  14. Total Score	8.		<b>(3)</b>	4	3	2	1
outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele  1. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment  2. Willing to be trained and developed  Total Score	9	assignment is not related to his position but critical towards the attainment of the	<b>6</b>	4	3	2	1
improvement of his work accomplishment  2. Willing to be trained and developed  Total Score	10.	outputs of which results as a best practice that further increase effectiveness of the	<b>(5)</b>	4	3	2	1
Total Score	11.		(3)	4	3	2	1
Total Score 50	12.	Willing to be trained and developed	(5)	4	3	2	1
		Total Score	50				

Au = 4.91

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Overall recommendation

JULIUS Y. ABELA, Ph.D.

# **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Policarpo C. Gumba, JR.  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
documents affeat 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. Ranchez (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:
Conforme: Julius v. ABELA Unit Head
POLICARPO C. GUMBA, JR. Name of Ratee (Staff)

## EMPLOYEEDEVELOPEETPLAN

Name of Employee: POLICARPO C. GUISBA, JR
Performance Rating: Outstanding
Aim: To improve work efficiency and achieve largels on thre.
Proposed interventions to improve Performance and/or Competence and Qualification to assume higher responsibility as
Date: January, 2018 Tsiget Date: Morch, 2018
Flist step: Follow-up requests on 2018 PPMP for office/lab.// rol. supplies/
marerials with Viptorino M. Lamo and or pareatencones/ roughely office documents ahead of time schedule for or thrussion.
COCCUMENTAL SAFER SAFER SAFER SAFER SAFER SAFER
Result. Regular arrival of fice/laboratory/faum/supplies materials and our time
submission of all documents for approval of higher VSU Officers.
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Date: April 2018 Target Citie: June 2018
Next Step: Continuous follow-up of all request allocuments for approval and
also seek assistance with W. Carlito V. Ramales (DAS Administrative Officer I
regarding project requests and laborers, work attendances for payroll matters
and proper ray outing of schedule of activities and document files.
Outcome: Smooth oscialion of office works
Final Step/Recommen ation:
Keep up the good works.
Prepared by:
Conformer .
POLICARPO C. GUMEA, JR. Name of Rates (Staff)