



RTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES

Visca, Baybay City, Leyte, PHILIPPINES Telephone: +63 053 525-0346 loc.1028 Email: dlabs@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (JULY-DECEMBER 2022)

Annex P

Name of Administrative Staff:

JEFREY M. TUMULAK

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.927	70%	3.448
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.5
		TOTAL NUI	MERICAL RATING	4.948

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Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

<u>4.948</u>

FINAL NUMERICAL RATING

4.948

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

JETT C. QUEBEC
Department/Office Head

Recommending Approval:

MA. THERESA P. LORETO
Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Jefrey M. Tumulak of the Department of Liberal Arts and Behavioral Sciences 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-DECEMBER 2022

JEFREY W. TUMULAK Admin. Aide I

Date:

JETT C. QUEBEC
Department Head

Date:

MA. THERESA P. LORETO

College Dean

Date: JAN 1 3 2023

MEO A DAD-	Sussess Indicators	Tooley Applement	Towns	Actual			Rating		Remarks
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	Q ¹	E ²	T ³	A ⁴	
General Administration and Support Services (GASS)									
Messengerial Services	Number of documents delivered and followed- up	Delivers and follows-up documents on time	950 documents	1600 documents	5	5	5	5.00	communications, grade sheets, TOS, OBE syllabus, payrolls/vouchers, recommendations, job request, VSUEE forms, report of completion, etc.)
Maintenance of Cleanliness and Sanitation	Number of classrooms, offices, building and comfort rooms cleaned.	Maintains the cleanliness and orderliness of offices, classrooms, building/surroundings and comfort rooms	12 offices (admin, head & faculty); 2 comfort rooms; 1 conference room; 1 auditorium; 13 classrooms	13 offices (admin, head & faculty); 2 comfort rooms; 1 conference room; 1 auditorium; 13 classrooms	4	5	5	4.67	
	Number of trashcans/trashboxes maintained	Implements solid waste management and proper segregation of waste	10 trashcans/trashbins	13 trashcans/ trashbins	4	5	5	4.67	
	Number of offices & classrooms windows and doors opened and closed	Opens and closes doors and windows of offices and classrooms before and after office hours & classes.	2 offices (admin & AACCUP) 1auditorium; 13 classrooms	2 offices (admin & AACCUP) 1auditorium; 13 classrooms	5	5	5	5.00	
Ground/Building Improvement and Landscaping	Number of plant boxes, walls and celings of offices and classrooms cleaned	Cleans plant boxes, walls and ceilings of offices and classrooms	95% of assigned areas	95% of assigned areas	4	5	5	5.00	
	Number of gutters draines and canals cleaned	Drains the gutters and cleans the canals	95% of assigned areas	98% of assigned areas	4	5	5	5.00	
	Number of dept. surroundings mowed and cleaned	Cuts down/mows the surroundings of the dept.	95% of assigned areas	100% of assigned areas	5	5	5	5.00	
Mimeographing Services	Number of test papers and instructional materials reproduced	Operates the copy printer machine	95% of test papers and IMS and other documents	100% of test papers	5	5	5	5.00	
Other Services	Number of department activities facilitated and facilities fixed and repaired	Repairs damaged chairs,tables, fixes minor electrical wirings	95% of requests	100% of requests for minor repairs	5	5	5	5.00	
Total Over-all Rating								44.34	

4.927
4.927
OUTSTANDING

Evaluated & Rated by:

JETT C. QUEBEC

Department Head Date: January 6, 2023

Recommending Approval:

MA. THERESA P. LORETO

College Dean
Date: JAN 1 3 7823

Comments & Recommendations for Development Purpose:

Mr. Tumulak is one of those rare employees of VSU who is willing to extend his services over and beyond what is expected of him. He is truly a brilliant addition to the department.

BEATRIZ'S. BELONIAS

Vice President for Academic Affairs

Date: _____





D TMENT OF LIBERAL ARTS

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Email: dlabs@vsu.edu.ph Website: www.vsu.edu.ph

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2022

Name of Staff: _JEFREY M. TUMULAK _____Position: ADMINISTRATIVE AIDE I

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. C	Commitment (both for subordinates and supervisors)		5	Scale	Э	
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		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							
	Average Score		*******					

verall recommendation	:	

JETT C. QUEBEC
Printed Name and Signature
Head of Office