

E OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: preeo@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

JEFREY M. TUMULAK

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.925	70%	3.44
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
	4.92		

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: 4.92

TOTAL NUMERICAL RATING:

4.92

FINAL NUMERICAL RATING

4.92

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

JEFREY M. TUMULAK Name of Staff

QUEBEC

Department/Office Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President

No. 2021 02 40



I, <u>Jefrey M. Tumulak</u>of the <u>Department of Liberal Arts and Behavioral Sciences</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>July-December 2020.</u>

JEFREY M. TUMULAK

Approved:

JETT C. QUEBEC

Head of Unit

				Actual		***************************************	ating		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	95% of documents	100% of documents	5	5	5	5.00	Vouchers, Communications, Clearance, DTR, Accomplishment Reports, Grade Sheets, Class Rosters, Learning Guides, Modules.
Maintenance of Cleanliness and Sanitation	Number of classrooms, offices, building and comfort rooms cleaned.	Maintains the cleanliness and orderliness of offices, classrooms, building and comfort rooms	95% of assigned areas	98% of assigned areas	4.5	5	5	4.83	Auitorium, 15 Classrooms, Student an Faculty Comfort Rooms
	Number of trashcans/trashboxes maintained	management and proper segregation of waste	95% of assigned areas	95% of assigned areas	4.5	5	5	4.83	
		Opens and closes doors and windows of offices and classrooms before and after office hours & classes.	95% of assigned areas	100% of assigned areas	5	5	5	5.00	
Ground/Building Improvement and Landscaping		Cleans plant boxes, walls and ceilings of offices and classrooms	95% of assigned areas	98% of assigned areas	4.5	5	5	4.83	
		Drains the gutters and cleans the canals	95% of assigned areas	98% of assigned areas	4.5	5	5	4.83	
		Grasscuts/mows the surroudings 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 Ims and other documents	5	5	5	5.00	
Other Services	Number of department facilities fixed and repaired	Repairs minor damages (chairs,tables, fixes minor electrical wirings)	95% of requests	100% of requests	5	5	5	5.00	
Total Over-all Rating								44.33	

Average Rating	4.925
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.925
ADJECTIVAL RATING	OUTSTANDING

Evaluated & Rated by:

JETT C. QUEBEC

Department Head

Date: //4/2021

Recommending Approval:

CANDELARIO L. CALIBO

College Dean Date: 0106 2021

Comments & Recommendations for Development Purpose:

Mr. Jefrey Tumulak is a dedicated employee of VSU. He takes pride in his work. Gets the job done even witht minimal or no supervision. His presence in the department is very much highly appreciated.

Approved:

BEATRIZ S. BELONIAS Vice-President for Instruction

Date: 1/4 21



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2020

Name of Staff: JEFREY M. TUMULAK	Position: Administrative Aide
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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)		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.	6	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

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 2 FM-PRO-14 v1 05-27-2020

No. 40

	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	-
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	4
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				et al anni anni anni anni	

Overall recommendation

A promotion would be nice to boost morale.

JETT C. QUEBEC

Printed Name and Signature Head of Office

Vision: Mission: