



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: JUANCHO M. LAO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.79</b>

TOTAL NUMERICAL RATING: 4.79

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING: 4.79

FINAL NUMERICAL RATING 4.79

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:

  
JUANCHO M. LAO  
Name of Staff

  
ALICIA M. FLORES  
Department/Office Head

Recommending Approval:

Approved:

  
REMBERTO A. PATINDOL  
Vice President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Juancho M. Lao**, of the **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, 2020**

**JUANCHO M. LAO**  
Ratee

**ALICIA M. FLORES**  
Head, SPPMO

UMFO 6: General Administration and Support Services									
OVPAF MFO 8: Supply and Property Management Services									
MFO/PAPS	Program/Activities Undertaken	Task Assigned	TARGET January to June, 2020		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	
PI 2: Efficient Office Management and maintenance	A. 1: No. of times acted as Officer in-charge of the Property Office	T 1: Acts as Officer in-charge of the Property Office in the absence of the head.	5	6	5	5	5	5.00	
	A.2: No. of reimbursement voucher prepared with complete supporting document	T 2: Prepares PR, OBR, BUR and voucher for reimbursement and pre-travel	30	40	5	5	4	4.67	
PMO MFO 8.1 Administrative and support services									
PI 1: Permits, Licensing and registration of buildings and Motor Vehicles	A. 1: No. of vehicles insurance and registration processed and paid.	T 1: Processes and facilitates payment of registration, & insurance of VSU vehicles.	22	22	5	5	4	4.67	
	A.2: No. of vehicle smoke test facilitated, one month before expiration date	T 2: Smoke test all VSU vehicles at accredited emission center of LTO	22	22	5	5	4	4.67	
	A.3: No. of buildings insurance processed and paid	T 3: Processes and facilitates payment of insurance and permits of VSU buildings.	36	36	5	5	5	5.00	
PMO MFO 8.4 Inventory Management									
PI 2: Reconciliation and Updating of buildings, properties, and equipment in the inventory book of accounts	A. 1: No. of e-copies furnished/facilitated to different departments,	T 1: Prepares soft copies reports of equipment to requesting department for ISO purposes	8	9	5	5	4	4.67	
PI 3: Physical Inventory taking	A. 1: No. of building inspected	T 1: Conducts physical inventory of VSU building for insurance	36	40	5	5	4	4.67	




MFO/PAPS	Program/Activities Undertaken	Task Assigned	TARGET January to June, 2020		Rating				Remarks
			Target	Actual	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>A. 2:</b> No. of vehicle checked, verified as to serviceability	<b>T 2:</b> Conducts physical inventory of motor vehicles as regards to condition of the serviceability	20	22	5	5	4	4.67	
<b>PMO MFO 8.6 Disposal Management</b>									
<b>PI 2: Inspection and disposal of working animals</b>	<b>A. 1:</b> No. of inspection and disposal witnessed and conducted on working animals and all other animals owned by University, within 5 minutes after receipt of request	<b>T 1:</b> Inspects, witnesses working animals/breeding animals for disposal/death of all animals owned by VSU.	5	6	5	5	5	5.00	
<b>PI 8: Updating reports of unserviceable properties for dropping from the book of accounts</b>	<b>A. 1:</b> No. of Inventory & Inspection Report accomplished as basis for dropping the property from the books of accounts	<b>T 1:</b> Updates inventory reports for CY 2020	50	60	5	5	4	4.67	
	<b>A. 2:</b> No. of items listed for dropping	<b>T 2:</b> Lists properties and equipment for dropping	50	60	5	5	4	4.67	
<b>Total Over-all Rating</b>								57.33	

<b>Average Rating (Total Over-all rating divided by 12)</b>		<b>4.78</b>
<b>Additional Points:</b>		
Punctuality		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		

**Comments & Recommendations for Development Purposes:** Recommended to attend the following:  
1. Seminar on the implementation on the use of GAMS  
2. Seminar to be conducted by PAPP.


Evaluated and Rated by:

  
**ALICIA M. FLORES**  
Head, SPPMO

Date: \_\_\_\_\_


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

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
VP for Admin and Finance

Date: \_\_\_\_\_

Approved by:

  
**REMBERTO A. PATINDOL**  
VP for Admin and Finance

Date: \_\_\_\_\_



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: **JUANCHO M.LAO**

Position: **ADMINISTRATIVE AIDE VI**

**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		58				

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.


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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	58				
Average Score	4.83				

Overall recommendation : \_\_\_\_\_

  
**ALICIA M. FLORES**  
 Head, SPMO

### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JUANCHO M. LAO**

Signature: 

Performance Rating: **January to June 2020**

Aim: **Effective and efficient delivery of administrative services**

Proposed Interventions to Improve Performance:

Date: **January 1**

Target Date: **June 30, 2020**

First Step:

**Recommended to attend Seminar-Workshop applicable to Property Custodian and as government personnel/employee such as:**

- 1.) Supply and Property Management System to be conducted by COA**
- 2.) Financial and Property Management (Internal Control Structure) to be conducted by COA.**

Result:

**Not attended yet the recommended seminar/trainings/workshops.**

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_


Next Step:

Outcome: Not attended yet the recommended seminar/trainings/workshops.

Final Step/Recommendation:

- 1.) Recommended to attend seminar on the implementation on the use of Government Accounting Manual (GAM).**
- 2.) Seminar/ training to be conducted by POAP**

Prepared by:

  
**ALICIA M. FLORES**  
Unit Head