



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFPHY

Annex P

Name of Administrative Staff: **PHLOEM D. GALUPO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.318
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.482
TOTAL NUMERICAL RATING			4.8

TOTAL NUMERICAL RATING: 4.8

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.8

FINAL NUMERICAL RATING 4.8

ADJECTIVAL RATING: Outstanding


Prepared by:


PHLOEM D. GALUPO
Name of Staff


Reviewed by:


MARIO LILIO VALENZONA
Department/Office Head

Recommending Approval:


MARIO LILIO VALENZONA
Dean/Director

Approved:

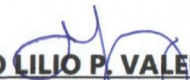

DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **PHLOEM D. GALUPO**, of the **PHYSICAL PLANT OFFICE** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **January to June 2023**



PHLOEM D. GALUPO

Ratee



MARIO LILIO P. VALENZONA
Director, PPO

MFO & Performance Indicators	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
FMO1: Repair and Maintenance	Pl. 1-Facilities inspected for repair and maintenance	Inspect buildings for maintenance	10	6	4	5	4	4.333	
	Pl. 2-Maintenance log of buildings	Record inspected building in the maintenance log	10	6	4	5	4	4.333	
	Pl. 3- Inspected pakyaw contracts	Prepare Inspection Report	50	37	5	4	5	4.667	
FMO2: Infrastructure Project Implementation	Pl. 4-Implemented projects	Monitor and evaluate construction schedule of on-going projects	3	2	5	4	5	4.667	
		Prepare attachments of voucher during billing request	6	7	5	5	5	5	
	Pl. 5- Inspected projects	Inspect on-going and completed projects	3	4	5	5	5	5	
		Prepare Punchlist and Final Inspection Report	6	3	5	5	5	5	
FMO3: Other Tasks	Pl. 6- Building requirements for VSU buildings	Acquire Building and Occupancy Permits for all buildings in VSU	5	3	5	5	4	4.667	
	Pl. 7- Membership to university committees	Attendance to meetings and other activities related to membership to university committees	30	23	5	5	5	5	
Total Over-all Rating								42.7	
Average Rating (Total Over-all rating divided by number of task assignment)				4.74	Comments & Recommendations for Development Purpose: <i>Continue professional development</i>				
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.74					
ADJECTIVAL RATING									

Evaluated & Rated by:


MARIO LILIO P. VALENZONA
Immediate Supervisor

Approved by:


DANIEL LESLIE S. TAN
Vice President for Admin and Finance



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2023

Name of Staff: PHLOEM D. GALUPO

Position: Engineer III

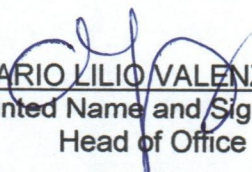
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Score	Total				
					59
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					25
Average Score					4.94

Overall recommendation : _____


MARIO LILIO VALENZONA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PHILOEM D. GALUPD

Performance Rating: _____

Aim:

ADVANCE MANAGEMENT SKILLS

Proposed Interventions to Improve Performance:

Date: AUGUST 8, 2023 Target Date: _____

First Step: PURSUE STUDIES IN MANAGEMENT

Result:

TO BE EQUIPPED WITH THEORIES OF MANAGEMENT

Date: _____ Target Date: _____

Next Step:

MONITOR PROJECT IMPLEMENTATION OF INFRASTRUCTURE CONSTRUCTION

Outcome: _____

Final Step/Recommendation:

Prepared by:

MARIO LILLO P. VALENZONA
Supervisor

Conforme:

PHILOEM D. GALUPD
Name of Ratee Faculty/Staff