


COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: **LEGARIO B. RAMOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numircal Rating per IPCR	4.85	0.70	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	0.30	1.43
	TOTAL NUMERICAL RATING		4.82

TOTAL NUMERICAL RATING: 4.82
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.82


ADJECTIVAL RATING: OUTSTANDING

Prepared by:

LEGARIO B. RAMOS
Name of Staff

Reviewed by:

ALICIA M. FLORES
Department/Office Head

Recommending Approval:



REMBERTO A. PATINDOL
Immediate Supervisor

Approved:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Legario B. Ramos**, 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 **July to December, 2019**.


LEGARIO B. RAMOS
Ratee


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

UMFO 6: General Administration and Support Services

OVPAF MFO 8: Supply and Property Management Services

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment July to December, 2019		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
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: Office, Staff Management and Maintenance	A.1: No. of section/units directly supervised	T 1: Directly supervises the property section	1	1	5	5	5	5.00	
	A.2: No . of staff monitored, evaluated coached, supervised for effective and efficient office management	T 2: Coaches, supervises, evaluates the work performances of subordinates	10	10	5	5	5	5.00	
	A.3: No. of meetings with subordinates conducted	T 3: Conducts office meetings with subordinates	6	5	5	5	5	5.00	
	A.6: Percentage of short clearances received, reviewed and signed	T 6: Receives, reviews and signs clearances due to transfer, separation, resignation, retirement and death	100%	100%	5	5	5	5.00	
	A.7: No. of meetings called by supervisor/higher authorities and seminars attended	T 7: Attends to meetings called by supervisor/ higher authorities and to seminars	5	3	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment July to December, 2019		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 3: Involvement and Coordination of major university committees	A.2: Disposal activities and documents preparation as member of the Disposal Committee	T.3 Attendance to meetings and ocular inspection	2	2	5	5	5	5.00	
OVPAF MFO 8: Supply and Property Management Services									
PMO MFO 8.2 Storage and Warehousing									
PI 2: Inspection and acceptance of supplies, materials and equipment	A. 1: No. of Inspection and Acceptance Reports reviewed, checked and signed.	T 1: Reviews, checks and signs Inspection and Acceptance Reports of S/M/E	300	693	5	5	5	5.00	
PMO MFO 8.3 Distribution management								0.00	
PI 3: Preparation and approval of ARE/ICS	A.1: No. of PAR/ICS reviewed and signed	T 1: Reviews and signs ARE/ICS	500	460	5	5	4	4.67	
PMO MFO 8.4 Inventory Management								0.00	
PI 3: Physical inventory taking	A.1 : No. of Physical Inventory for Supplies, Materials, Buildings, Properties, and Equipment conducted	T 1: Conducts physical inventory of supplies, materials and equipment in the SPPMO bodega.	1	1	5	5	4	4.67	
PI 1: Permits, Licensing, registration and insurance of buildings and vehicles	A.1: Number of buildings listed for fire insurance	T.1 Review and checks from the inventory book of accounts the VSU buildings for fire insurance	36	40	5	5	4	4.67	
PMO MFO 8.5 Disposal Management								0.00	
PI 1: Receipt, collection, inspection and appraisal of Waste Materials & Unserviceable Properties	A. 1: Percentage of waste materials reports checked , inspected and signed	T 1: Checks, inspects and signs waste materials reports	100%	100%	5	5	4	4.67	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment July to December, 2019		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 6: Public auction/bidding of un serviceable properties	A. 1: percentage of unserviceable properties appraised for disposal thru public auction	T 1: Computes appraisal value of unserviceable properties for disposal	100%	100%	5	5	4	4.67	
Total Over-all Rating					65.00	65.00	59.00	63.00	

Average Rating (Total Over-all rating divided by 13)		4.85
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes: *Recommended to attend trainings on Supply & Property Management System.*

Evaluated and Rated by:

Recommending Approval:

Approved by:


REMBERTO A. PATINDOL
 VP for Admin. & Finance
 Date: 2-19-2020


REMBERTO A. PATINDOL
 Vice President (PMT)


REMBERTO A. PATINDOL
 Vice President

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER, 2019Name of Staff: LEGARIO B. RAMOS Position: ADMINISTRATIVE OFFICER IV


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		58				
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		23				
Average Score		4.76				

Overall recommendation : _____




REMBERTO A. PATINDOL

Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LEGARIO B. RAMOS**
Performance Rating: **July to December 2019**

Signature: 

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

Proposed Interventions to Improve Performance:

Date: **July 1** Target Date: **December 31, 2019**

First Step:
Recommended to attend seminar-workshop on:
1. Property and Supply Management System

Result:
Not attended any trainings.

Date: _____ Target Date: _____


Next Step:

Outcome: **Applied the lesson learned on the trainings/ workshops attended.**

Final Step/Recommendation:

Recommended to attend Seminar-workshop on the following:
1. Government Property and Supply Management
2. Disposal of Unserviceable Properties

Prepared by:


REMBERTO A. PATINDOL
VP for Admin and Finance
2-19-2020