

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

**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	4.810	70%	3.367
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.428
<b>TOTAL NUMERICAL RATING</b>			<b>4.795</b>

TOTAL NUMERICAL RATING: 4.795

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.795

FINAL NUMERICAL RATING 4.795

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**PHLOEM D. GALUPO**  
Name of Staff


Reviewed by:

  
**MARIO LILO VALENZONA**  
Department/Office Head

Recommending Approval:

  
**MARIO LILO VALENZONA**  
Dean/Director

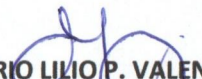
Approved:

  
**DANIEL LESLIE S. TAN**  
Vice President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

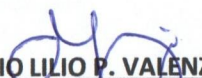
I, **PHLOEM D. GALUPO**, of the **PHYSICAL PLANT OFFICE** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **July-December 2022**

  
**PHLOEM D. GALUPO**  
Ratee


  
**MARIO LILIO P. VALENZONA**  
Director, PPO

MFO & Performance Indicators	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>FMO1: Repair and Maintenance</b>	PI. 1-Facilities inspected for repair and maintenance	Inspect buidings for repair and maintenance	13	13	5	4	4	4.333	
		Prepare Program of Works and detailed estimates	13	10	5	5	4	4.667	
<b>FMO2: Infrastructure Project Implementation</b>	PI. 2-Implemented projects	Monitor and evaluate construction schedule of on-going projects	3	3	5	5	5	5	
		Prepare attachments of voucher during billing request	5	5	5	5	5	5	
	PI. 3- Inspected projects	Inspect on-going projects	3	3	5	5	4	4.667	
		Prepare Statement of Work Accomplishments	3	4	5	5	5	5	
<b>FMO3: Other Tasks</b>	PI. 4- Membership to university committees	Attend meetings of different committees	5	5	5	5	5	5	
Total Over-all Rating								33.7	
Average Rating (Total Over-all rating divided by number of task assignment)			4.810	Comments & Recommendations for Development Purpose:  <i>past degree on Engineering</i>					
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING			4.810						
ADJECTIVAL RATING			0						

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: July- December 2022

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.**

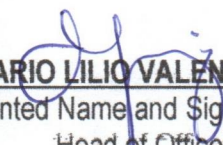
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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



Total Score										
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>						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						81				
Average Score						4.76				

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

  
**MARIO LILIO VALENZONA**  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Phloem D. Galupo

Performance Rating: \_\_\_\_\_

Aim: To improve Management skills

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: December 2022

First Step: Enroll in / participate in management trainings / seminars

\_\_\_\_\_

Result: Acquire deeper knowledge on management

\_\_\_\_\_

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

Next Step: Enroll in a graduate program.

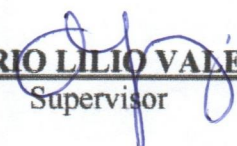
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Outcome: \_\_\_\_\_

Final Step/Recommendation:

Scout out for Trainings

Prepared by:

  
**MARIO LILIO VALENZONA**  
Supervisor

Conforme:

  
**PHLOEM D. GALUPO**  
Name of Ratee Faculty/Staff