

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

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numerical Rating per IPCR	4.85	0.70	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	0.30	1.48
	TOTAL NUMERICAL RATING		4.87

TOTAL NUMERICAL RATING: 4.87

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


JUANCHO M. LAO

Name of Staff

Reviewed by:


ALICIA M. FLORES

Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL

Chairman, PMT

Approved:


EDGARDO E. TULIN

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 **JULY TO DECEMBER 2017**.


JUANCHO M. LAO
Ratee


ALICIA M. FLORES
Head, Property Office

UMFO 6: General Administration and Support Services										
OVPAF MFO 7: Property Management										
MFO/PAPS		Program/Activities Undertaken	Task Assigned	Accomplishment July to December 2017		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 clients 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.	2	6	5	5	4	4.67	
		A.2: No. of reimbursement voucher prepared with complete supporting document	T 2: Prepares PR, OBR, BUR and voucher for reimbursement and pre-travel	20	24	5	5	4	4.67	
PMO MFO 7.1 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.	20	21	5	5	5	5.00	
		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	20	21	5	4	5	4.67	
		A.3: No. of buildings insurance processed and paid	T 3: Process and facilitates payment of insurance of VSU buildings	30	62	5	5	5	5.00	
PMO MFO 7.4 Inventory Management										
PI 2: Reconciliation and Updating of buildings, properties, and equipment		A. 3: No. of e-copies furnished/facilitated to different departments, error free	T 3: Prepares soft copies reports of equipment to requesting department for AACCCUP purposes	5	5	5	5	5	5.00	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment July to December 2017		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
in the inventory book of accounts	A. 4: No. of monthly inventory reports checked of VSU projects(excluding IGP projects) error free, without valid complaint	T 4: Checks monthly inventory report of VSU projects for CY 2016	10	4	5	5	4	4.67	
PI 3: Physical Inventory taking	A. 2: No. of building inspected A. 3: No. of vehicle checked, verified as to serviceability at zero % complaint	T 2: Conducts physical inventory of VSU building T 3: Conducts physical inventory of motor vehicles as regards to condition of the serviceability	30	60	5	5	5	5.00	
PMO MFO 7.5 Disposal Management									
PI 2: Inspection and disposal of working animals	A. 1: 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	T 1: Inspects, witnesses working animals/breeding animals for disposal/death of all animals owned by VSU.	5	6	5	5	5	5.00	
PI 8:Updating reports of unserviceable properties for dropping from the book of accounts	A. 1: No. of Inventory & Inspection Report accomplished as basis for dropping the property from the books of accounts A. 2: No. of items listed for dropping	T 1: Updates inventory reports for CY 2017 T 2: Lists properties and equipment for dropping	50	54	5	5	4	4.67	
Total Over-all Rating			40	45	5	5	4	4.67	
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:

Received by:

TERESITA L. QUINANOLA

Head, PRPEO

Calibrated by:

REMBERTO A. PATINDOL

PMT

Recommending Approval:

REMBERTO A. PATINDOL

Vice President

Approved by:

EDGARDO E. TULIN

President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2017Name 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	
Score	Total		59			

B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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	59				
Average Score	4.92				

Overall recommendation : _____


ALICIA M. FLORES
Name of Head