



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **POLICARPO C. GUMBA, JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	0.70	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	0.30	1.43
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING:

4.85

Add: Additional Approved Points, if any:

-

TOTAL NUMERICAL RATING:

4.85

FINAL NUMERICAL RATING:

4.85

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

POLICARPO C. GUMBA, JR.

Name of Staff

Reviewed by:

JULIUS V. ABELA

Department/Office Head

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS


Approved:

BEATRIZ S. BELONIAS

Vice-President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **POLICARPO C. GUMBA, JR.**, of the **Department of Animal Science**, 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, 2020 to June, 2020**.


POLICARPO C. GUMBA, JR.

Ratee

Approved:


JULIUS V. ABELA

Head of Unit

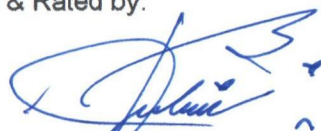
MFO & PAPS	Success Indicators	Task Assigned	Targets	Actual Accomplishment	Rating				Remark(s)
					Q ¹	E ²	T ³	A ⁴	
Efficient and Customer Friendly Frontline Services	Zero percent complaint from client served	Officer of the day (frontliner), one of the person to entertain students, clients/ customers, and VSU co-employees requests.	90% no complaint	100% no complaint	5	5	5	5.00	
Administrative Support Services	Number of faculty and staff DTRs; projected teaching and actual faculty workloads computed; renewal of faculty appointments and animal project managers appointments, instruction related letters/ communications prepared/ printed/ distributed for signature, released and forwarded	Printed/distributed monthly biometric DTRs of faculty and staff, DTR forms for part-time instructors and GTAs, prepared letter of recommendation with projected faculty workload for renewal of temporary/part-time instructors/adjuncts, letter request hiring of new instructors/ GTAs and posting of notices, computed/typed actual teaching/faculty workload, prepared faculty appointments for DAS animal projects, forwarded to head and higher VSU personnel/offices for approval on time	100	180	5	5	5	5.00	
	Number of TOs, certificates, leave applications, payrolls of job order workers, etc. prepared, released, and forwarded on time	Prepared Travel Orders (TOs), payrolls for job order workers, prepared leaves applications for CDOs, sick, and vacation, prepared certificates of appearances of visitors/LGUs, clients/ students who pursue undergraduate/ graduate studies in VSU, and certificates of field practice books submitted to DAS Library, tree planting certificates, processed/ forwarded for signature of head and other certifying officials on time	100	150	5	5	5	5.00	
	Number of classrooms utilization and schedules, faculty rooms consultation and class schedules encoded, printed, and posted	Encoded, printed, and posted classrooms utilization/schedules, faculty consultations and class schedules	18	20	5	5	4	4.67	

	Number of class rosters printed, grade sheets (midterm/final), submitted for signature of instructors/ professors/head, forwarded to CAFS, Graduate School, and to the registrar's office	Class rosters printed, grade sheets (midterm/final), submitted for signature of instructors/ professors/ head and forwarded to approving offices on time	100	110	5	5	4	4.67	
	Number of ip messages with file attachment(s) (forms/office memos) receive/printed/replied and posted for information disseminations to faculty and staff	Ip messages with file attachments (forms/office memos) receive/printed/replied/posted and forwarded for information disseminations to faculty and staff on time	350	480	5	5	5	5.00	
Total Over-all Rating									29.33

Average Rating (Total Over-all Rating/No. of A⁴ Entries)		4.89
Additional Points:		
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.89
ADJECTIVAL RATING		Outstanding

Comments & Recommendation for Development Purpose: *He is dedicated and has the strong determination to work and meets the target. Likewise, committed to learn and extend services.*

Evaluated & Rated by:



JULIUS V. ABELA

Department Head

Date: 10/9/22

Recommending Approval:



VICTOR B. ASIO

Dean, CAFS

Date: _____

Approved by:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 10/9/22

Rating Scale: 4.6 -5.0 Outstanding
3.8 - 4.5 Very Satisfactory

3.0-3.7 Satisfactory
2.2-2.9 Unsatisfactory

2.1 - & below Poor

PERFORMANCE MONITORING FORM

Name of Employees: **Carlito V. Sanchez, Policarpo C. Gumba, Jr., and Victorino M. Lamo (Administrative Staff)**


Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Assist students, visitors, clients, customers, and co-employees. Provide/extend services being requested	Clients Satisfaction	As the need arise	After sub- mission of the request(s)	After submission of the request(s)	Impressive	Outstanding	None
2	Keeps records of animal inventory/sales and submit monthly reports of the cattle and goat/sheep projects	Updated financial records and easy retrieval of documents	Monthly recording	Jan.-June, 2020	End of every month and submitted 1 st week of the month	Impressive	Outstanding	None
3	Provide health care and assist the project managers in the implementation of various activities	Healthy animals and smooth operation of the projects	Every three (3) months	March and June, 2020	March and June, 2020	Impressive	Outstanding	None
4	Prepare/submit PPMPs and other official documents	Early delivery of supplies and compliance for submission of documents as scheduled.	As scheduled by higher office(s)	1-5 days before deadline of submission	As soon as all documents are in order	Impressive	Outstanding	None
5	Prepare communications, TOs, vouchers, payrolls, appointments, faculty teaching/workloads	Paper works with complete supporting documents finish and submitted on time to higher offices	As requested by super- visors, co- employees and other offices	1-5 days before deadline of submission	As soon as all documents are in order	Impressive	Outstanding	None

6	Facilitate submission of documents to higher offices	Proper recording and immediate submission/properly acknowledge	Immediately after the document is ready for submission	Immediately before submission	On the date submitted	Impressive	Outstanding	None
7	Follow-up requests/ documents and facilitates procurement of field/ office supplies	Frequent follow-up of documents to facilitates delivery of supplies	Every time	As scheduled in the PPMP	Upon delivery of item requested	Impressive	Outstanding	None

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


JULIUS V. ABELA
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 2020

Name of Staff: Policarpo C. Gumba, Jr.

Position: Administrative Aide 4

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		57 4.75 Ave				

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						
Average Score						

Overall recommendation

He is dedicated and has the strong determination to work & meet the target. Likewise, I am committed to learn and extend services

JULIUS V. ABELA

Printed Name and Signature
Head of Office

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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FM-PRO-14
v1 05-27-2020

No. *20-DR-21*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: POLICARPO C. GUMBA, JR.

Performance Rating: Outstanding

Aim: To improve work efficiency and achieve targets on time.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January, 2020 Target Date: March, 2020

First Step: Follow-up requests on 2020 PPMP for office/lab./proj. supplies/ materials with assistance of Victorino M. Lamo and prepares/encodes/ routinely office documents ahead of time schedule for submission

Result: Arrival of office/laboratory/farm supplies/materials was delayed due to Supply Office and Management Division had a hard time on following strict procurement procedures. Other routine works was properly attended to and submitted on time.

Date: April 2020 Target Date: June 2020


Next Step: Continuous follow-up of all requests/documents for approval and also seek assistance with Mr. Carlito V. Ranchez (DAS Administrative Officer I regarding project requests and laborers' work attendances for payroll matters; and proper lay outing of schedule of activities and document files.

Outcome: Smooth operation of office works.

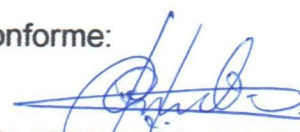
Final Step/Recommendation:

He is dedicated and has the strong determination to work and meets the target. Likewise, committed to learn and extend services.

Prepared by:


JULIUS V. ABELA
Unit Head

Conforme:


POLICARPO C. GUMBA, JR.
Name of Ratee (Staff)