



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

**Annex P**

Name of Administrative Staff: **VICTORINO M. LAMO**

| Particulars<br>(1)  | Numerical<br>Rating<br>(2) | Percentage<br>Weight<br>(3) | Equivalent<br>Numerical<br>Rating (2x3) |
|---|----------------------------|-----------------------------|---|
| 1. Numerical Rating per IPCR  | 4.78                       | 0.70                        | 3.34                                    |
| 2. Supervisor/Head's assessment of his contribution<br>towards attainment of office accomplishments | 4.67                       | 0.30                        | 1.40                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                            |                             | <b>4.74</b>                             |

TOTAL NUMERICAL RATING:

**4.74**

Add: Additional Approved Points, if any:

-

**TOTAL NUMERICAL RATING:**

**4.74**

**FINAL NUMERICAL RATING:**

**4.74**

**ADJECTIVAL RATING:**

**OUTSTANDING**

Prepared by:

**VICTORINO M. LAMO**

Name of Staff

Reviewed by:

**MANUEL D. GACUTAN, JR.**

Head, DAS-CAFS

Recommending Approval:

**VICTOR B. ASIO**

Dean, CAFS

Approved:

**BEATRIZ S. BELONIAS**

Vice-President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **VICTORINO M. LAMO**, 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, 2021 to June, 2021**.

**VICTORINO M. LAMO**

Ratee

Approved: **MANUEL D. GACUTAN, JR.**

Head of Unit

| MFO & PAPS   | Success Indicators   | Task Assigned  | Targets          | Actual Accomplishment | Rating         |                |                |                | Remark(s) |
|--|--|--|------------------|-----------------------|----------------|----------------|----------------|----------------|-----------|
|  |  |  |                  |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |           |
| Efficient and Customer Friendly Frontline Services | Zero percent complaint from client served  | Officer of the day (frontliner), first person to entertain students, clients/ customers, and VSU co-employees.   | 80% no complaint | 100% no complaint     | 5              | 5              | 5              | 5.00           |           |
| Administrative Support Services                    | Number of payrolls, DTRs, faculty workload, job orders, staff appointments and other documents recorded and forwarded on time to higher offices for approval | Recorded and forwarded payrolls, DTR/CSRs of faculty/staff, part-time teacher, job orders of laborers to higher offices for approval   | 50               | 55                    | 5              | 5              | 5              | 5.00           |           |
|  | Number of leave applications, payrolls, etc. recorded and forwarded on time to higher offices for approval   | Recorded and forwarded leave applications, payrolls, etc. recorded and forwarded to higher certifying/approving officials on time  | 35               | 36                    | 5              | 4              | 5              | 4.67           |           |
|  | Number of PR prepared, signed, released, recorded and forwarded on time  | Prepared/computerized Purchase Requests (PRs) for instruction and research projects, processed reimbursements vouchers of purchases, forwarded to approving head and other officials, recorded and forwarded | 20               | 25                    | 5              | 4              | 5              | 4.67           |           |



|                              |   |   |    |    |   |   |   |              |  |
|------------------------------|---|---|----|----|---|---|---|--------------|--|
|                              | Number of Project Reports prepared and submitted on time  | Typed project reports, forwarded for signature and approval of head and other approving, recorded, forwarded and filed  | 6  | 6  | 4 | 5 | 5 | 4.67         |  |
|                              | Number of DAS lecture/laboratory rooms, comfort rooms, offices and other facilities opened/closed/checked during official working days or holidays when requested by instructors/professors | DAS lecture/laboratory rooms, comfort rooms, administrative/ faculty offices and other facilities were opened/closed/checked during official working days or holidays when requested by instructors/ professors | 10 | 10 | 5 | 5 | 4 | 4.67         |  |
| <b>Total Over-all Rating</b> |   |   |    |    |   |   |   | <b>28.67</b> |  |

|  |   |                    |
|--|---|--------------------|
| <b>Average Rating (Total Over-all Rating/No. of A<sup>4</sup> Entries)</b> |   | <b>4.78</b>        |
| <b>Additional Points:</b>  |   |                    |
| Approved Additional points (with copy of approval)                         | 0 |                    |
| <b>FINAL RATING</b>  |   | <b>4.78</b>        |
| <b>ADJECTIVAL RATING</b>   |   | <b>Outstanding</b> |

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

Evaluated & Rated by:

MANUEL D. GACUTAN, JR.

Department Head

Date: July 10, 2021

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

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

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7/20/21

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**





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January-June, 2021**

Name of Staff: **Victorino M. Lamo**

Position: **Farm Worker 2**

**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   |   | 96    |   |   |   |   |

**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.



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

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

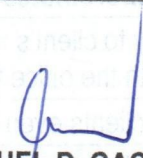
  
**MANUEL D. GACUTAN, JR.**  
 Printed Name and Signature  
 Head of Office

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VICTORINO M. LAMO  
Performance Rating: OUTSTANDING

Aim: To efficiently deliver services in terms of administrative support to achieve department targets.

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

Date: January 2021 Target Date: March 2021

First Step Prepare office documents ahead of time and constant follow-up of documents to avoid delay in all office transactions.

Result: Purchase and procurement of supplies, materials and equipment were facilitated.

Date: April, 2021 Target Date: June, 2021

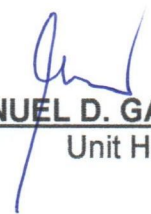
Next Step: Sharing of administrative workload with other administrative staff for smooth flow of office transactions.

Outcome: Submitted office documents on time to achieve dept. targets.

Final Step/Recommendation:

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

Prepared by:

  
**MANUEL D. GACUTAN, JR.**  
Unit Head

Conforme:

  
**VICTORINO M. LAMO**  
Name of Ratee (Staff)