



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.82	70%	3.37
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.82

FINAL NUMERICAL RATING 4.82

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JUANCHO M. LAO
Name of Staff

Reviewed by:


ALICIA M. FLORES
Department/Office Head

Recommending Approval:



RYSAN C. GUINOCOR
Dean/Director

Approved:


DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Juancho M. Lao**, of the **SUPPLY & 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, 2021**


JUANCHO M. LAO
Ratee


ALICIA M. FLORES
Head, SPMO

UGASS5: SUPPORT TO OPERATIONS

OVPAF STO 1: ISO aligned management documents

ODAS STO 1: ISO 9001:2015 aligned documents and compliant processes

ODAS GASS: Supply and Property Management Services

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JULY TO DECEMBER 2021		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
SPMO 1: ISO 9001:2015 aligned documents and compliant processes									
PI 1. Performance rating for Supply and Property management services	A.1: Percentage of clients served and rated the services received at least very satisfactory or higher	T 1: Serves and attends to cleints requests	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5.00	
SPMO 2: ARTA aligned frontline services									
PI 9: Efficient and customer friendly Services	A 1: Frontline services	T 1: Serves and attends to cleints requests and inquiries.	Zero percent complaint from clients	Zero percent complaint	5	5	5	5.00	
ODAS GASS 1: Administrative and Support Services									
SPMO 1: Administrative and Support Services									
PI 17: Efficient Office Management and maintenance	A. 1: No. of times acted as Officer in-charge of the Supply and Property Management Office	T 1: Acts as Officer in-charge of the Property Office in the absence of the head.	5	6	5	5	5	5.00	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JULY TO DECEMBER 2021		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
	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	30	5	5	4	4.67	
ODAS GASS 3: Supply & Property Management Services									
PI 13: 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.	8	19	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	8	19	5	5	4	4.67	
	A.3: No. of buildings insurance processed and paid	T 3: Processes and facilitates payment of insurance and permits of VSU buildings.	36	85	5	5	5	5.00	
PI 12: Reconciliation and Updating of buildings, properties, and equipment in the inventory book of accounts	A. 1: No. of e-copies furnished/facilitated to different departments,	T 1: Prepares soft copies reports of equipment to requesting department for AACCUP and ISO purposes and for ODF for DBM requirements	8	12	5	5	4	4.67	
PI 9: Physical Inventory taking	A. 1: No. of building inspected	T 1: Conducts physical inventory of VSU building for insurance	36	85	5	5	4	4.67	
	A. 2: No. of vehicle checked, verified as to serviceability	T 2: Conducts physical inventory of motor vehicles as regards to condition of the serviceability	10	15	5	5	4	4.67	
PI 16: 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	T 1: Inspects, witnesses working animals/breeding animals for disposal/death of all animals owned by VSU.	3	3	5	5	5	5.00	

MFO/PAPS	Program/Activities Undertaken	Task Assigned	JULY TO DECEMBER 2021		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
PI 14: 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	T 1: Updates inventory reports for CY 2021	50	59	5	5	4	4.67	
	A. 2: No. of items listed for dropping	T 2: Number of properties and equipment for dropping	50	59	5	5	4	4.67	
Total Over-all Rating					65	65	58	62.67	

Average Rating (Total Over-all rating divided by 13)			4.82
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Comments & Recommendations
for Development Purposes:
Recommended to attend on the implementation on the use of the Government Accounting Manual.


Evaluated and Rated by:

Recommending Approval:


Approved by:


ALICIA M. FLORES
Head, SPMO

Date: _____


RYSAN C. GUINOCOR
Director, ODAS

Date: _____


DANIEL LESLIE S. TAN
VP for Admin and Finance

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2021

Name 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
Total Score		58				

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						
Average Score						

Overall recommendation : _____


ALICIA M. FLORES
 Head, SPMO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JUANCHO M. LAO**

Performance Rating: **July to December 2021**

Aim: **Effective and efficient delivery of Supply and Property Management Services**

Proposed Interventions to Improve Performance:

Date: **July 1**

Target Date: **December 31, 2021**

First Step:

Recommended to attend Seminar-Workshop applicable to Property Custodian and as government personnel/employee such as:

- 1.) Supply and Property Management System to be conducted by COA**
- 2.) Financial and Property Management (Internal Control Structure) to be conducted by COA**

Result:

- No trainings attended due to travel restrictions during Pandemic**

Date: _____ Target Date: _____

Next Step:

Outcome: Not attended yet the recommended seminar/trainings/workshops.


Final Step/Recommendation:

Recommended to attend seminar on the implementation on the use of Government Accounting Manual (GAM).

Prepared by:


ALICIA M. FLORES
Unit Head

Conforme:


JUANCHO M. LAO
Name of Ratee