



**Annex P**

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

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.8</b>

TOTAL NUMERICAL RATING: 4.8

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.8

FINAL NUMERICAL RATING 4.8

ADJECTIVAL RATING: Outstanding

Prepared by:

POCA JOE A. DIDAL

Name of Staff

Reviewed by:

MANUEL D. GACUTAN, Jr.

Department/Office Head

Recommending Approval:

SUZETTE B. LINA

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Poca Joe A Didal** 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, **2024 - June, 2024**.

**POCA JOE A. DIDAL**

Ratee

Date: **23 July 2024**

**MANUEL D. GACUTAN Jr.**

Department Head

Date: **July 24, 2024**

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>General Administration and Support Services (GASS)</b>									
Efficient and customer friendly frontline services	0% complaint from client served	Serves as frontliner and delivers friendly customer services to clients	No complaint	100%	5	5	5	5.00	
	Number of documents numbered, recorded and released	Serves as dDRC of the dept; assigns control numbers to all quality records of the department	150	200	5	5	5	5.00	
	Number of documents encoded in the document tracking system and number of bar codes generated	Encodes document for document tracking and generates bar codes for each document	150	150	5	5	5	5.00	



Administrative/  
Clerical  
Services

Number of teaching loads plotted and assigned to faculty members	Plots faculty teaching load (tentative and final)	3	2	4	4	4	4.00	
Number of subjects/sections updated in the department cumulus	Encodes in the dept. cumulus the names of faculty assigned to handle the subject	10	8	4	4	4	4.00	
Number of documents/reports prepared and submitted on time	Prepares Report of Actual Teaching Load	2	1	4	4	4	4.60	
	Prepares Individual Faculty Workload	14	14	5	5	5	4.60	
	Prepares Projected Faculty Workload for hiring and renewal of appointments	1	1	5	5	5	4.60	
	Prepares Summary of Individual Rating of faculty IPCRs	8	10	5	5	5	5.00	
	Prepares PPMPs and PRs	5	6	5	5	5	5.00	
Number of official communications/recommendations drafted/encoded	Drafts official communications	5	200	5	5	5	5.00	
Number of documents prepared for renewal of appointments of faculty and contracts of part-time teachers	Prepares and facilitates the submission of documents for hiring of teachers and renewal of appointments	2	2	5	5	5	5.00	

	Number of TOs, trip tickets App for Leave, PR's, appointments, payrolls cash advance, liquidation, reimbursements, OIC letters and its supporting documents, prepared for approval	Prepared travel orders (TOs), trip ticket, Application for leave, appointment/ recommendation for renewal for faculty temporary and part time faculty, appointment for laborers/ students assistant, payrolls, PRs, cash advances, liquidations, replenishment /reimbursements, OIC letter, classes to be missed	10	10	4	5	5	4.66	
	Number of documents filed and scanned	Files and scans official documents	25	30	5	5	5	5.00	
Other Services	Number of meetings attended	ISO related meetings, Department meetings, etc.	10	10	5	5	5	5.00	
	Number of trainings/seminars attended	Participant	2	2	5	5	5	5.00	
	Number of innovations	E-filing of department documents	1	1	4	5	5	4.66	
Total Over-all Rating								81.12	
Average Rating								4.77	


Adjectival Rating						Outstanding
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Comments & Recommendations for Development

Purpose:

*Attend more relevant trainings /  
seminars for professional growth*

Evaluated & Rated by:

  
**MANUEL D. GACUTAN, JR.**

Department Head

Date: July 24, 2024

Recommending Approval:



**SUZETTE B. LINA**

Dean, CAFS

Date: 7-25-24

Approved by:



**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 7-26-24

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

3.0-3.7 Satisfactory  
2.2-2.9 Unsatisfactory

2.1 - & below Poor



**PERFORMANCE MONITORING FORM**Name of Employees: **Florentino D. Bolastig, Jr., Poca Joe A. Didal, Victorino M. Lamo and Gerald S. Lapara ( Administrative Staff)**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Assist students, visitors, clients, customers, and co-employees. Provide/ extend services being frontliners	Clients Satisfaction	As the need arise	After sub-mission of the request(s)	After submission of the request(s)	Very Impressive	Outstanding	None
2	Keeps records of animal inventory/sales and submit monthly reports of DAS animal projects	Updated financial records and easy retrieval of documents	Monthly recording	January-June, 2024	End of every month and submitted 1 <sup>st</sup> week of the month	Impressive	Very Satisfactory	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	January-June, 2024	March and June, 2024	Impressive	Very Satisfactory	None
4	Prepares communications, PMPs/PRs and hiring of faculty through HRIS system, TOs, vouchers, payrolls, appointments / contracts with supporting documents, faculty teaching/ workloads, etc.	Paper works with complete supporting documents and submitted on time to higher offices	As requested by supervisors, co-employees and other offices	1-5 days before deadline of submission	As soon as all documents are in order	Very Impressive	Outstanding	None
5	Facilitate submission of documents to various / higher offices	Proper recording and immediate submission/	Immediately after the document	Immediately before submission	On the date submitted	Very Impressive	Outstanding	None

		properly acknowledge	is ready for submissio n					
6	Follow-up all letter requests/ documents and procurement of field / office supplies	Frequent follow-up of all requested documents to facilitates delivery of supplies	From time to time on working days	As soon as possible for all requests/ documents and as sche-duled in the PPMPs for office/field supplies	Upon approval of request/docu ments, and delivery of item requested in the PPMPs	Very Impressive	Very Satisfactory	None
7	Pasture/provide water/give medication/ take care newly-born animals and monitor breeding	Healthy animals/ increase animal population	Everyday	Everyday	Everyday	Very Impressive	Outstanding	None
8	Cleaning of animal houses	Clean and orderly pro- ject/ reduce animal mortality	Everyday	Everyday	Everyday	Impressive	Very Satisfactory	None
9	Replant pasture paddocks, apply fertilizer, fix fences and carry out pasture improvement	Abundant forage supply for sustainable project	Immediat ely after pasture has been grazed/as the need arise	Immediately after pasture has been grazed / as the need arise	Immediately after pasture has been grazed / as the need arise	Impressive	Very Satisfactory	None
10	Maintain/repair animal project equipment/ facilities	Availability of workable equipment for	As the need arise	Immediately / as the need arise	Immediately	Impressive	Very Satisfactory	None

		project operation						
11	Assist / Facilitate selling of animals/ manure to clients	Client satisfaction	As the need arise	Immediately as the need arise	Immediately	Very Impressive	Outstanding	None

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

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

Prepared by:

  
**MANUEL D. GACUTAN, Jr.**

Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **POCA JOE A. DIDAL**

Performance Rating: **OUTSTANDING**

Aim: To improve work efficacy and achieve targets on time

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step: Perform routine work and act immediately on urgent requests of Department Head and Faculty.

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Result: Routine office works performed and submitted on time and urgent requests of Department Head and Faculty were delivered.

Date: July 2024

Target Date: December 2024


Next Step: Follow-up on all request/documents to meet the targeted deadlines of submission and continuous lay outing of schedule of activities.

Outcome: Continual improvement of office works.

Final Step/Recommendation:

Willing to learn, dedicated and determined towards work and meets the target.

Prepared by:

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

Conforme:

  
**POCA JOE A. DIDAL**  
Name of Ratee Faculty/Staff



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January-June 2024

Name of Staff: Poca Joe A. Didal

Position: Administrative Aide IV

**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		60				
<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						
Average Score		5				
Overall recommendation: <i>keep up the good work</i>						

  
**Manuel D. Gacutan, Jr**  
 Printed Name and Signature  
 Head of Office