



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

**Annex P**

Name of Administrative Staff: **LEGARIO B. RAMOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.92	30%	1.18
<b>TOTAL NUMERICAL RATING</b>			<b>4.21</b>


TOTAL NUMERICAL RATING: 4.21

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.21

ADJECTIVAL RATING: OUTSTANDING

Prepared by:   
**LEGARIO B. RAMOS**  
Name of Staff

Reviewed by:   
**MARLON G. BURLAS**  
O/C Head, OHILE

Recommending Approval:

  
**MARIO LILIO P. VALENZONA**  
Director, PPO

Approved:


  
**DANIEL LESLIE S. TAN**  
Vice President

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM ( IPCR )**

## **"Exhibit B"**

I, **Legario B. Ramos**, of the **Instrumentation Laboratory Equipment** 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 - December 2022**

  
**LEGARIO B. RAMOS**  
Ratee

  
**MARLON G. BURLAS**  
OIC, Head, ILE

UMFO 6: General Administration and Support Services

OVPAF MFO 4: Physical Facilities Development and Maintenance

GSD MFO 6: Instrumentation and Laboratory Facilities Maintenance

MFO	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>ILEMU MFO 1: Laboratory, Cooling, IT, Office Facilities Maintenance</b>	PI 1. Number of laboratory equipment maintained	Evaluate and determine cost of repair	40	40	5	4	4	4.33	
	PI 3. Number of cooling facilities maintained	Repair/Clean /Installed	75	75	5	4	4	4.33	
	PI 4. Number of IT equipment maintained	Clean and repair	30	30	5	4	4	4.33	
	PI 5. Number of multimedia equipment repaired	Evaluate and troubleshoot	5	5	5	4	4	4.33	
	PI 7. Percentage of time devoted for administrative duties and responsibility	Manage and direct the office operations	50%	50%	5	4	4	4.33	
<b>MFO Documentation of Repaired Equipment/Record keeping</b>	PI 8. Number of equipment documented/recorded	Keep record/document repaired equipment	100	100	5	4	4	4.33	
<b>MFO Inspection of Laboratory Equipment and Supply</b>	PI 1. Number of laboratory equipment inspected	Inspect lab equipment	50	50	5	4	4	4.33	
	PI 2. Number of lab supply inspected	Inspect lab supply	300	300	5	4	4	4.33	



Extension Services	PI 1. Number of GSIS KIOKS user assisted	Orient/ assist KIOKS users							
Extension Services/Advanced and Higher Education Services	a. outsiders		100	100	5	4	4	4.33	
	b. VSU Staff		100	100	5	4	4	4.33	
	PI 1. Number of students conducting thesis assisted	Assists student conducting thesis	3	3	5	4	4	4.33	
	PI 2. Number of students with IT problems helped	Restoration of system after virus attack & other problems	2	2	5	4	4	4.33	
	Number of hours spent on student assisting/ special problem consultation	Advice students on the possibility of the incorporation of the control gadgets	10	10	5	4	4	4.33	
<b>Total Over-all Rating</b>								<b>56.29</b>	
Average Rating (Total Over-all rating divided by 4)				<b>4.33</b>	Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality:					Basic Occupational safety and health				
Approved Additional point (with copy of approval)				<b>4.33</b>					
ADJECTIVAL RATING				<b>VS</b>					

Evaluate & Rated by:

**MARLON G. BURLAS**

Supervisor

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

1 - quality

2 - Efficiency

3 - Timeliness

4 - Average

Recommending Approval:

**MARIO LILIO VALENZONA**

Director, PPO

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

Approved by:

**DANIEL LESLIE S. TAN**

VP. For Adm. & Finance

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 – December 2022

Name of Staff: **LEGARIO B. RAMOS**

Position: **Administrative Officer 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	5	4	3	2	1



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 3.92				
<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					

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

  
**MARLON G. BURLAS**  
 OIC Head of OHILE

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Legario B. Ramos  
Performance Rating: July 1 – December 31, 2022

Aim: Effective Customer Service

Proposed Interventions to Improve Performance:

Date: July 1, 2022

Target Date: December 31, 2022

First Step: Knowing customer Service

Result: \_\_\_\_\_

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

Next Step: Customer Feedbacking

\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Effective Delivery of Service

Prepared by:

  
MARLON G. BURLAS

OIC Head

Conforme:

  
LEGARIO B. RAMOS  
Name of Ratee Faculty/Staff