



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	4.86	0.70	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	0.30	1.48
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING:

4.88

Add: Additional Approved Points, if any:

-

TOTAL NUMERICAL RATING:

4.88

FINAL NUMERICAL RATING:

4.88

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

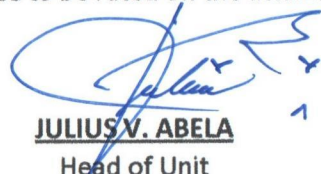
Vice-President for Academic Affairs

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 **July, 2020 to December, 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/printed; renewal of faculty appointments and animal project managers appointments, instruction related letters/ communications prepared/ printed/ distributed for signature, released and forwarded on time	Printed/distributed monthly biometric DTRs of faculty and staff, DTR forms for part-time instructors and RAs, 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/printed actual teaching/faculty workload, prepared faculty appointments for DAS animal projects, forwarded to head and higher VSU personnel/offices for approval on time	100	175	5	5	4	4.67	
	Number of Tree Planting and Field Practice Certificates, leave applications, payrolls of job order workers, etc. prepared, released, and forwarded on time	Prepared/printed tree planting certificates, payrolls for job order workers, prepared leaves applications for CDOs, sick, and vacation of faculty/staff, and certificates of field practice books submitted to DAS Library, processed/ forwarded for signature of head and other certifying officials on time	100	125	5	5	4.5	4.83	
	Number of class roosters printed submitted for signature of instructors/ professors/ head	Class roosters printed/submitted for signature of instructors/ professors/ head and forwarded to approving offices on time	100	110	5	5	4	4.67	

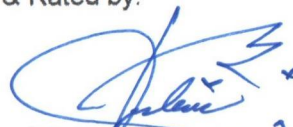
	Number of e-mails requests received, responded/send, printed, forwarded with/without attachments, send e-mails with attachment for office/ISO forms and VSU offices memos for DAS faculty compliances and informations	E-mails requests received, responded/ sent, printed, forwarded with/without attachments, send e-mails with attachment(s) of office/ISO forms and VSU offices memos for DAS faculty compliances and informations on time	50	100	5	5	5	5.00	
	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	300	450	5	5	5	5.00	

Total Over-all Rating **29.17**


Average Rating (Total Over-all Rating/No. of A⁴ Entries)		4.86
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.86
ADJECTIVAL RATING		Outstanding

Comments & Recommendation for Development Purpose: *He is dedicated and has the strong determination to work and meets the target. Keep up the good works.*


Evaluated & Rated by:


JULIUS V. ABELA
 Department Head
 Date: 1/19/2021

Recommending Approval:


VICTOR B. ASIO
 Dean, CAFS
 Date: 1/19/2021

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affair
 Date: _____

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: July-December, 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		59	Avg = 4.92			

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: July, 2020 Target Date: September, 2020

First Step: Continues follow-up of 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 and because of COVID-19 pandemic. Other routine works was properly attended to and submitted on time.

Date: October 2020 Target Date: December 2020


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

Outcome: Smooth operation of office works.

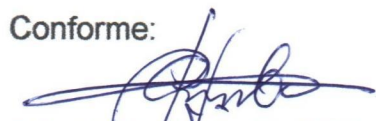
Final Step/Recommendation:

Keep up the good works.

Prepared by:


JULIUS V. ABELA
Unit Head

Conforme:


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