



**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	4.381	70%	3.066
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.647	30%	1.394
<b>TOTAL NUMERICAL RATING</b>			<b>4.46</b>

TOTAL NUMERICAL RATING: 4.46


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.46

FINAL NUMERICAL RATING 4.46

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
**LELARIO B. RAMOS**  
Name of Staff

Recommending Approval:

  
**MARIO LILIO VALENZONA**  
Director, PPO

Approved:

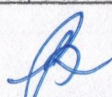
  
**DANIEL LESLIE S. TAN**  
Vice President

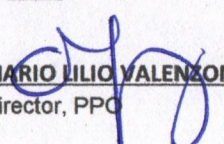


# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM ( IPCR )**

**"Exhibit B"**

I, Legario B. Ramos, Unit Head 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 2021**

  
**LEGARIO B. RAMOS**  
Ratee

  
**MARIO LILIO VALENZONA**  
Director, PPC

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	Percentage of Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>ILFMU MFO 1: Laboratory, Cooling, IT, Office Facilities Maintenance</b>	PI 1. Number of laboratory equipment maintained	Evaluate and determine cost of repair	10	15	100%	5	4	4	4.33	
	PI 3. Number of cooling facilities maintained	Repair/Clean /Installed	75	80	100%	5	4	4	4.33	
	PI 4. Number of IT equipment maintained	Clean and repair	30	40	100%	5	4	4	4.33	
	PI 5. Number of multimedia equipment repaired	Evaluate and troubleshoot	5	10	100%	5	4	4	4.33	
	PI 7. Percentage of time devoted for administrative duties and responsibility	Manage and direct the office operations	50%	100%	100%	5	5	4	4.66	
<b>MFO Documentation of Repaired Equipment/Record keeping</b>	PI 8. Number of equipment documented/recorded	Keep record/document repaired equipment	100	105	100%	5	5	4	4.66	
<b>MFO Inspection of Laboratory Equipment and Supply</b>	PI 1. Number of laboratory equipment inspected	Inspect lab equipment	50	70	100%	5	4	4	4.33	
	PI 2. Number of lab supply inspected	Inspect lab supply	300	400	100%	5	4	4	4.33	



<b>Extension Services</b>	assisted	users								
<b>Extension Services/Advanced and Higher Education Services</b>	a. outsiders		100	123	100%	5	4	4	4.33	
	b. VSU Staff		100	312	100%	5	4	4	4.33	
	PI 1. Number of students conducting thesis assisted	Assists student conducting thesis	3	3	100%	5	4	4	4.33	
	PI 2. Number of students with IT problems helped	Restoration of system after virus attack & other problems	2	4	100%	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	12	100%	5	5	4	4.33	
<b>Total Over-all Rating</b>									56.95	
<b>Average Rating</b> (Total Over-all rating divided by 4)					4.381	Comments & Recommendations for Development Purpose: <i>He should undergo training on receipt hardware trouble shoot and installation as well as software</i>				
<b>Additional Points:</b>										
<b>Punctuality:</b>										
<b>Approved Additional point</b> (with copy of approval)										
<b>ADJECTIVAL RATING</b>					VS					

Evaluate & Rated by:

**MARIO LILIO VALENZONA**

Supervisor

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

1 - quality

2 - Efficiency

3 - Timeliness

4 - Average

Approved by:



**DANIEL LESLIE S. TAN**

VP. For Adm. & Finance

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2021

Name of Staff: LEGARIO B. RAMOS

Position: AO IV, Unit Head

**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

**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.



Total Score		55				
<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		24				
Average Score		4.647				

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

**MARIO LILIO VALENZONA**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Legario B. Ramos

Performance Rating: \_\_\_\_\_

Aim: For effective unit's performance

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: July 2021

First Step: Send to training either managerial or technical

Result: Efficient unit's operation, and enhance productivity

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

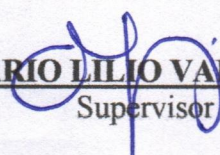
Next Step: Customer's feedback

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


Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

  
**MARIO LILIO VALENZONA**  
Supervisor

Conforme: \*

  
**LEGARIO B. RAMOS**  
Name of Ratee Faculty/Staff