



**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	4.94	0.70	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	0.30	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.89</b>

TOTAL NUMERICAL RATING:

4.89

Add: Additional Approved Points, if any:

-

**TOTAL NUMERICAL RATING:**

4.89

**FINAL NUMERICAL RATING:**

4.89

**ADJECTIVAL RATING:**

**OUTSTANDING**

Prepared by:

**POLICARPO C. GUMBA, JR.**  
Name of Staff

Reviewed by:

**MANUEL D. GACUTAN, JR.**  
Department/Office Head

Recommending Approval:

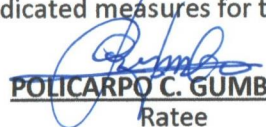
**VICTOR B. ASIO**  
Dean, CAFS

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, 2022 to December, 2022**.

  
**POLICARPO C. GUMBA, JR.**  
Ratee

  
Approved: **MANUEL D. GACUTAN, JR.**  
Head of Unit

MFO & PAPS	Success Indicators	Task Assigned	Targets	Actual Accomplishment	Rating				Remark(s)
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and Customer Friendly Frontline Services	Zero percent complaint from client served	Officer of the day (frontliner), one of the person entertained students, clients/ customers, and VSU co-employees requests.	90% no complaint	100% no complaint	5	5	5	5.00	
Administrative Support Services	Number of part-time faculty and staff DTR forms; projected teaching and actual faculty workloads computed/printed; renewal of faculty appointments and faculties NBC Cycle 8th reclassifications documents, instruction related letters/ communications prepared/ printed/ distributed for signature, barcoded/number controlled, and released for approval of higher offices on time	Printed/distributed monthly DTR forms of part-time faculty and staff, DTR forms for Part-time Instructors and Professor Adjuncts, 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, barcoded/number controlled, forwarded to head and released for higher VSU personnel/offices for approval on time	125	175	5	5	5	5.00	
	Number of Original/Supplemental Project Procurement Management Plans (PPMPs), Purchase Requests, Travel Orders/OICs with Arrangements of Classes of faculty prepared, forwarded for signature, release on time, and followed-ups	Prepared/printed Original/Supplemental Project Procurement Management Plans (PPMPs), Purchase Requests, Travel Orders/OIC with Arrangement of Classes of faculty forwarded for signature of head, released on time, and followed-ups	15	25	5	5	5	5.00	



Number of bounded field practice certificates issued, students requests for ISO forms, issuance of office supplies for faculty/staff use, payrolls of job order workers, animal inspection and animal release reports, etc. prepared, released, and forwarded on time	Prepared/printed certificates of Field Practice bounded at VSU Library, issued students requests for ISO forms, issued office supplies for faculty/staff/ department uses, payrolls for job order workers, prepared document for CDOs of faculty, inspection of sold/dead animals, processed/ forwarded for signature of head on time	50	75	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	75	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) received/printed/replied/posted and forwarded for information disseminations to faculty and staff on time	250	350	5	5	5	5.00	
<b>Total Over-all Rating</b>							<b>29.67</b>	

<b>Average Rating (Total Over-all Rating/No. of A<sup>4</sup> Entries)</b>		<b>4.94</b>	<b>Comments &amp; Recommendation for Development Purpose:</b> <i>He is dedicated and has the strong determination to work and meets the target. Thank you for your dedicated long time services until your retirement.</i>
<b>Additional Points:</b>			
Approved Additional points (with copy of approval)			
<b>FINAL RATING</b>		<b>4.94</b>	
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>	

Evaluated & Rated by:

**MANUEL D. GACUTAN, JR.**

Department Head

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

Recommending Approval:

**VICTOR B. ASIO**

Dean, CAFS

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

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 12-10-22

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, 2022

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 his/her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve his/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/her 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						

<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 : \_\_\_\_\_

MANUEL D. GACUTAN, JR.  
Printed Name and Signature  
Head of Office



## 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, 2022 Target Date: September, 2022

First Step: Perform routine office works early and acts immediately urgent requests of Department Head and faculty.

Result: Routine office works performed/submitted on time and urgent request of Department Head and faculty finished at the time needed.

Date: October 2022 Target Date: December 2022

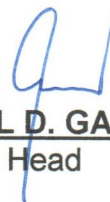
Next Step: Continuous follow-up of all requests/documents for approval to meet targeted deadlines of submission and continuous lay outing of schedule of activities.

Outcome: Smooth operation of office works.

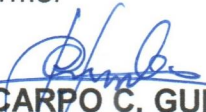
Final Step/Recommendation:

Dedicated and has strong determination towards work and meets the target.  
Thank you for your dedicated long time services until your retirement.

Prepared by:

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

Conforme:

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