



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **VICTORINO M. LAMO**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.87 | 70% | 3.4 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.76 | 30% | 1.4 |
| TOTAL NUMERICAL RATING | | | 4.8 |

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: 

VICTORINO M. LAMO
Name of Staff

Reviewed by: 

MANUEL D. GACUTAN, Jr.
Department/Office Head

Recommending Approval:


VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VICTORINO M. LAMO 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, 2023 - December, 2023.

VICTORINO M. LAMO

Ratee

Date: 11/16/23

MANUEL D. GACUTAN Jr.

Department Head

Date: 11/16/23

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|--|---|--------------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| 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 | 4 | 4.66 | |
| Administrative Support Services | Number of Record Books prepared for recording department ISO documents | Record books prepared for recording department ISO | 8 | 8 | 5 | 5 | 5 | 5.00 | |
| | Number of payrolls, DTRs, faculty workload, job orders, staff appointments and other documents recorded and forwarded on time to higher offices for approval | Recorded, barcoded/number controlled and forwarded payrolls, DTR of faculty/staff, part-time teacher, job orders of labore's to higher offices for approval | 150 | 200 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | |
|--|--|-----|-----|---|---|---|------|--|
| Number of leave applications, payrolls, etc recorded and forwarded on time to higher offices for approval | Barcoded/number controlled, recorded, and forwarded leave application, payrolls etc. recorded and forward to higher office | 100 | 200 | 5 | 5 | 5 | 5.00 | |
| Number of petty cash prepared, replenished, barcoded/number controlled, recorded and forwarded on time to higher offices | Prepared petty cash for instruction/animal projects, barcoded/number controlled, processed forwarded to higher office | 10 | 20 | 5 | 5 | 5 | 5.00 | |
| Number of Project Reports prepared and submitted on time | Typed project reports, forwarded for signature and of project manager and approval of head and other approving officials, barcoded/number controlled | 3 | 5 | 5 | 5 | 4 | 4.66 | |
| Number of comfort rooms maintained | Cleaned/Sanitized of toilet bowls and floors | 5 | 5 | 5 | 4 | 5 | 4.66 | |

| | | | | | | | | | |
|-----------------------|--|--|----|----|---|---|---|-------------|--|
| | Number of DAS lecture/laboratory rooms, comfort rooms, offices and other facilities opened/closed/checked during official working days or holidays when requested by instructors/professors. | DAS lecture/laboratory rooms, comfort rooms, administrative/ faculty offices and other facilities were opened/closed/checked during official working days or holidays when requested by instructors/professors | 10 | 20 | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | | | | 38.98 | |
| Average Rating | | | | | | | | 4.87 | |
| Adjectival Rating | | | | | | | | Outstanding | |

Comments & Recommendations for Development Purpose:
Mr. Lamo should practice more organized data filing.

Evaluated & Rated by:


MANUEL D. GACUTAN, JR.

Department Head

Date: 11/13/2023

Recommending Approval:


VICTOR B. ASIO

Dean, CAFS

Date: 30 Jan 2024

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/31/24

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 2023

Name of Staff:

Victorino M. Lamo

Position:

Farm Worker II

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 59 | | | | |
| B. Leadership & Management (For supervisors only to be rated by higher supervisor) | | 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 | | 22 | | | | |
| Average Score | | 4.76 | | | | |

Overall recommendation : Mr. Lamo has improved in record keeping. He must start training younger colleagues related to his work.

MANUEL D. GARCIA JR
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VICTORINO M. LAMO
Performance Rating: OUTSTANDING

Aim: To efficiently deliver services in terms of administrative support to achieve department targets.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July, 2023 Target Date: December, 2023

First Step Prepare/submit/barcode/number control on time and constant follow-up of documents to facilitate approval.

Result: Office documents approved on-time.

Date: January, 2024 Target Date: June, 2024


Next Step: Sharing of administrative workload with other administrative staff for smooth flow of office transactions.

Outcome: Submitted office documents on time to achieve dept. targets.

Final Step/Recommendation:

He is dedicated and has a strong determination to work and meets the target. Likewise committed to learn and extend services.

Prepared by:


MANUEL D. GACUTAN, JR.

Unit Head

Conforme:


VICTORINO M. LAMO
Name of Ratee (Staff)