

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**Name of Administrative Staff: **VICTORINO M. LAMO**


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical rating (2x3)
1. Numerical Rating per IPCR	4.83	0.70	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	0.30	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.88</b>

TOTAL NUMERICAL RATING: 4.88


Add: Additional Approved Points, if any: -

**TOTAL NUMERICAL RATING:** **4.88****ADJECTIVAL RATING:** **OUTSTANDING**

Prepared by:

  
**VICTORINO M. LAMO**  
 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 Instruction

**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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (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 January, 2019 to June, 2019.

VICTORINO M. LAMO

Ratee

Approved:

JULIUS V. ABELA

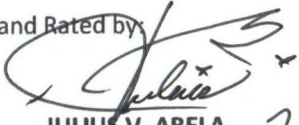
Head of Unit

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), first person to entertain students, clients/ customers, and VSU co-employees.	80% no complaint	100% no complaint	5	4	5	4.67	
Administrative Support Services	Number of payrolls, DTR/CSR, faculty workload, job orders, staff appointments and other documents recorded and forwarded on time to higher offices for approval	Recorded and forwarded payrolls, DTR/CSRs of faculty/staff, SA, GTAs, part-time teacher, job orders of laborers and SA to higher offices for approval	50	75	5	5	5	5.00	
	Number of TO, vouchers, certificate of appearance, leave applications, etc. recorded and forwarded on time to higher offices for approval	Recorded and forwarded Travel Orders (TOs), typed/ computerizes travel vouchers for liquidation of cash advances, processed for signature of head and other certifying officials	35	55	5	5	4	4.67	
	Number of PR, canvass papers, PO, vouchers, etc. prepared, signed, released, recorded and forwarded on time	Prepared/computerized Purchase Requests (PRs) for instruction and research projects, processed reimbursements vouchers of purchases, forwarded to approving head and other officials, recorded and forwarded	50	80	5	5	5	5.00	
	Number of Project Reports prepared and submitted on time	Typed project reports, forwarded for signature and approval of head and other approving, recorded, forwarded and filed	6	6	5	5	4	4.67	


	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	10	5	5	5	5.00	
Total Over-all Rating								29.00	

Average Rating (Total Over-all Rating/No. of A <sup>4</sup> Entries)		4.83
Additional Points:		
Punctuality	0	
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.83
ADJECTIVAL RATING		Outstanding

Comments & Recommendation for Development Purpose:  
 Attendance to trainings + seminars  
 for Administrative improvement

Evaluated and Rated by:  
  
**JULIUS V. ABELA**  
 Head, Dept. of Animal Science  
 Date: \_\_\_\_\_

Recommending Approval:  
  
**VICTOR B. ASIO**  
 Dean, College of Agriculture  
 Date: \_\_\_\_\_

Approved by:  
  
**BEATRIZ S. BELONIAS**  
 Vice-President for Instruction  
 Date: \_\_\_\_\_

Legend: Q<sup>1</sup> - Quality  
 E<sup>2</sup> - Efficiency  
 T<sup>2</sup> - Timeliness  
 A<sup>4</sup> - Average

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: January – June, 2019Name of Staff: Victorino M. LamoPosition: Farm Worker 2

**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		60				

$$A_m = \sqrt{5 \cdot n}$$



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					
Average Score					

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

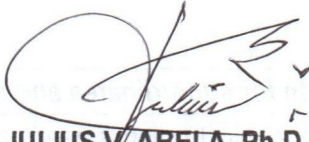
  
**JULIUS V. ABELA, Ph.D.**  
Name of Head

EXHIBIT L

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: January 2019 Target Date: March 2019

First Step Prepare office documents ahead of time and constant follow-up of documents to avoid delay in all office transactions.

Result: Purchase and procurement of supplies, materials and equipment were facilitated.

Date: April, 2019 Target Date: June, 2019


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.

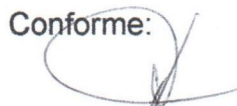
Final Step/Recommendation:

Proper sharing of work and well-organized schedule of weekly activities posted in the administrative office for easy monitoring by the department head.

Prepared by:

  
**JULIUS V. ABELA**  
Unit Head

Conforme:

  
**VICTORINO M. LAMO**  
Name of Ratee (Staff)