# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF Rating Period: July-December, 2016

Name of Administrative Staff: POLICARPO C. GUMBA, JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (2)	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	4.83	0.30	1.45
TOTAL NUMERICAL RATING			

**TOTAL NUMERICAL RATING:** 

4.85

Add: Additional Approved Points, if any:

**TOTAL NUMERICAL RATING:** 

4.85

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:

POLICARPO C. GUMBA, JR.

Name of Staff

**DINAH M. ESPINA** 

Department/Office Head

Recommending Approval:

**REMBERTO A. PATINDOL** 

Chairman, PMT

Approved:

Legend:

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

		RICAL RATIO	4.85
2. Pary Isor/Field a sessment of this contribution towards attainment of office eccomplishments		0'30	1.45
3. Plumerical Rating per IPCR .		0.70	
Particulars (1)	Numerical Rating (2)	Percentag Weight (	Equivalent fidure (cal rating (2x3)

Department/Office Head

FOGARDO E, TULIN

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, <u>POLICARPO C. GUMBA, JR.</u>, of the <u>Department of Animal Science</u>, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July, 2016</u> to <u>December, 2016</u>.

POLICARPO C. GUMBA, JR.

Ratee

Approved:

DINAH M. ESPINA

**Head of Unit** 

	Success Indicators		Tavasta	Actual		Ra			Remark(s)
MFO & PAPS		Task Assigned	Targets	Accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Kelliaik(s)
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 requests	90% no complaint	100%	5	5	5	5.00	
Administrative Support Services	Number of DTR/CSR, faculty workload, job orders, staff appointments prepared, signed, recorded, released and forwarded on time	Prepared/distributed DTR forms for administrative workers, SA, and JOs, typed regular faculty monthly CSRs, prepared letter of recommendation with projected faculty workload for renewal of temporary instructors, prepared job orders for laborers and SA, letter request hiring of new instructors and posting of notices, computed/typed actual teaching/faculty workload, forwarded to head and other VSU personnel for approval, recorded, and filed copies	80	110	5	4	5	4.67	
	Number of TO, vouchers, certificates, leave applications, etc. prepared, signed, released, recorded and forwarded on time	Prepared Travel Orders (TOs), typed/computerizes travel vouchers for cash advances, prepared leaves applications for CDOs, sick, and vacation, prepared certificates of appearances of visitors/clients/ students who pursue graduate studies in VSU, certificates of field practice books submitted to DAS Library, certificates of participants during DAS students academic activities, certificates of Tree Planting forwarded/ processed for signature of head and other certifying officials, recorded and filed copies	70	180	5	5	5	5.00	
	Number of class roosters printed, grade sheets (midterm/final/INC), submitted for signature of instructors/ professors/head, forwarded to CAFS, Gradute School, and to the registrar's office, recorded, and filed	Class roosters printed, grade sheets (midterm/ final/INC), submitted for signature of instructors/ professors/ head forwarded approving offices, recorded, and filed	100	200	5	5	4	4.67	

# DAN WEIVER GIVE THERMININGS COMMINIONED LAUGUSTION

to the state of the period tale, the to become 2016.

35250

		29A 1.8 C.M	Sapives antimost ylbashit	Security avidence of the second	
ABARTO SCHRANTOR	Asice.		Sevos the lactic mislemin stays of 095	Bending All Estitution of Day and Theorem Annual Secondary (Appending All Estitution) (Appending All Estitution) (Appending All Estitution) (Appending Appending Appen	96stg service and seasons of services of s
		seavy dueg	Officer of the dry (frontliner), that person to enterrain students, diems/customers, and VSU co-employees requests.	selugan notifetine mai folia or sanc garteta la selvanta questa pegyt (e nepa la	auer ug ordwitzen und verschung verschung sie deut zu deut deut deut deut deut deut deut deu
T DOLONGO		181			Ē
THE PROPERTY OF TANKE	MrU to brail		Tusk 200	100 S S S S S S S S S S S S S S S S S S	
		(a) MASS - 28			

			Total Ove	r-all Ra	ting		34.00	
Teaching Performance Evaluation By- Students to faculty of other departments per memorandum issued by the VSU President	Students of Department of Computer Science and Technology (DCST) faculty							
recorded Number of subjects conducted for	Conducted Teaching Performance Evaluation By-	15	32	5	5	5	5.00	
undergraduate students, graduate students outline/thesis receive from	Field practice manuscripts of undergraduate students, graduate students outline/ thesis receive from coordinators, thesis advisers, notice posted/forwarded to students and recorded	20	40		3	3	4.07	
students semesters individual and personal grade sheets copies, and first year students I.Ds. issued to students	Issue students registration permits, students semesters individual and personal grade sheets copies, and first year students I.DS.	200	400	5	5	5	5.00 4.67	

Average Rating (Total Over-all Rating/No. of A <sup>4</sup> Entries)		4.86
Additional Points:		
Punctuality	0	
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.86
ADJECTIVAL RATING		Outstanding

Comments & Recommendation for Development Purpose:

ADJECTIVAL RATING	3		Outstanding	
	Received by:	Calibrated by:	Recommending Approval:	Approved by:
	PRPEO Office	REMBERTO A. PATINDOL Chairman, PMT	BEATRIZ S. BELONIAS  Vice-President for Instruction	EDGARDO E. TULIN President
D	ate:	Date:	Date:	Date:
E <sup>2</sup> - I T <sup>2</sup> - 1	Quality Efficiency Timeliness Average		3 3 2	.6 - 5.0 Outstanding .8 - 4.5 Very Satisfactory .0 - 3.7 Satisfactory .2 - 2.9 Unsatisfactory .1 - & below Poor

	P. C.						
			1 .749				
						FK.	
						HIGH CHRYSVA MICH ISON WA	ALPONOR PRINTER
						9 2 2	
						8019 12	2 3
			1				3 5
	5 8 5 >		10 0 5	8 4 0 0 0 m			
	Munder of substances of spaces of substances	ightstarrism softge og bloff to vedentid ofenbarg, gasebut, ofeubryrgebut organs i gesett galfabotstarrisma	contractions of between stories and contractions are contractions and cont	we become no stabled to yed and an electrical section of supportant and section of support sections of the version of the vers		(so ing 'A iq oMignitaRite revelletot) suitsRegargueA enoits:	Invertiges to year disky a mod laneitibble bevoruged
			# 3 8	an house mentan mentan		8	
	0 2 6		1 6 2	0 0 0 0		9	
	4 5 5 5		10 15	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
			1 Co	3 1		a de	
		4 6 5	- 20			1	3
		4 4 4		8 6 8 1			
			5 %			S	
	1000	8 8 9	bris 2/88*				
	2 2 3 3		5 9	6 6 6			
		B 0 8	8.0	* 5 5			
	Albert of substatings at a substate to redmind and book substations are restricted to the substation of the substation o	Atherbutz statististististististististististististist		National bases of subjects comproved for the substance of			
	No.						4
	imag ngitsilagen emabus. Serie eben i seratag bris faubiviboli	figures of the state of the sta	2	ogmoth in the Self test the broken of the self self self self self self of the self self self self self self self sel			
6	abus lusa or s farbiviba 2011 atrabus	5 6 4					
ų	音 草 草	# 4 4		2 2 2			
		6 2 4	Ē .				
		E E E					
	udenta registratiogan attackus de	2 2 2	is sur vecologic	moth I merbeeff ebubba 2 to frem ser dio stesbu yddost (TSDO) ygolondos			
		2 2 3					
		8 8		805			
		5 5 5					
		1000					
		grabmu en crear					
		150		sulsv3			
	opins sido	10 0					
		2 8 3		y 8 rc. loufsy3 htts. sorieto2 neu			
		3					
	16 Sy 12 of bre	£ 4					
1		20 0					
Ų	9						
	и						
	Y O	6				08.8	
						LLL	
	400	3					
		-				000	
	n .	4				0.3	-
		R			8008	Comment & Recommendation for Development	
		and the same of the same		v .		TO E	
		rò l					
					W.	2	
				9	8	8	
						75	
						100	
			Contract Contract				

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2016

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	med gaid alignous Qualitative Description elottle bevorgni
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)	-	5	Scale	9	
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	
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			3	2	
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	)4	3	2	
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	
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	
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	
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		5	8		

	Leadership & Management (For supervisors only to be rated by higher supervisor)			Scale	е	
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
fint	ent to a state delivers outputs which always results to be stated - Total Score		CAF	A	2	
	sinematiums coi enti checoxe netto bas steem engamoned enti. Average Score/	4	1. 8	33	7	

Overall recommendation

Demonstrates S.d. (bod) (bod) and makes the latter's expendence transfer and makes the latter's expendence transfer and makes the latter's expendence transfer and the latter and the latt

Makes self-available to dients even beyond official time-

CHED, DBM, CSC, DCST, NEDA, PASUC and similar regulatory agencies within

Regularly reports to work on time, logs in upon arrival secures bass slip when

Suggests new ways to further improve her work and the services of the office to its

purputs of which results as a post-fractice that further increase effectiveness of the 1.5%

coacls additional tasks postgued by the nead or by higher offices even if the