



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: JEFREY M. TUMULAK

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.797	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.5
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


JEFREY M. TUMULAK
Name of Staff


Reviewed by:


JETT C. QUEBEC
Department/Office Head

Recommending Approval:


MA. THERESA P. LORETO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Jefrey M. Tumalak** of the **Department of Liberal Arts and Behavioral Sciences** 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-June 2021**.

JEFREY M. TUMULAK

Admin. Aide I

Date: July 7, 2021

JETT C. QUEBEC

Department Head

Date: July 30, 2021

MA. THERESA P. LORETO

College Dean

Date: Aug. 10, 2021

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
General Administration and Support Services (GASS)									
Messengerial Services	Number of documents delivered and followed-up	Delivers and follows-up documents on time	95% of documents	100% of documents	5	5	5	5.00	Delivered official documents to concerned offices (communications, grade sheets, TOS< VSUEE forms, report of completion, etc.)
Maintenance of Cleanliness and Sanitation	Number of classrooms, offices, building and comfort rooms cleaned.	Maintains the cleanliness and orderliness of offices, classrooms, building/surroundings and comfort rooms	95% of assigned areas	98% of assigned areas	4.5	4.5	5	4.67	
	Number of trashcans/trashboxes maintained	Implements solid waste management and proper segregation of waste	95% of assigned areas	98% of assigned areas	4.5	4.5	5	4.67	
	Number of offices & classrooms windows and doors opened and closed	Opens and closes doors and windows of offices and classrooms before and after office hours & classes	95% of assigned areas	100% of assigned areas	5	5	5	5.00	Except classrooms (no face to face classes)
Ground/Building Improvement and Landscaping		Cleans plant boxes, walls and ceilings of offices and classrooms	95% of assigned areas	95% of assigned areas	4	5	4	4.33	
		Drains the gutters and cleans the canals	95% of assigned areas	98% of assigned areas	4.5	5	4	4.50	
		Cuts down/mows the surroundings of the dept.	95% of assigned areas	100% of assigned areas	5	5	5	5.00	
Mimeographing Services	Number of test papers and instructional materials reproduced	Operates the copy printer machine	95% of test papers and IMS and other documents	NONE	5	5	5	5.00	no test papers and IMS reproduced because of flexible learning (synchronous and assynchronous online classes)

Other Services	Number of department activities facilitated and facilities fixed and repaired	Repairs damaged chairs, tables, fixes minor electrical wirings, facilitates faculty in film showing	95% of requests	100% of requests for minor repairs	5	5	5	5.00	fixed minor electrical wirings/replaced fluorescent tubes
Total Over-all Rating								43.17	

Average Rating		4.797
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.797
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Mr. Jeffrey Tumalak is a dedicated employee of VSU. He takes pride in his work. Gets the job done even with minimal or no supervision. His presence in the department is very much highly appreciated.

Evaluated & Rated by:



JETT C. QUEBEC

Department Head

Date: July 30, 2021

Recommending Approval:



MA. THERESA P. LORETO

College Dean

Date: Aug. 10, 2021

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/13/21



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: JEFREY M. TUMULAK Position: Administrative Aide I

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					
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 : A promotion would be nice to boost morale.



JETT C. QUEBEC

Printed Name and Signature
Head of Office