



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: VINCENT PAUL ASILOM

Particulars (1)	Numerical Rating (2)	Percentage Weight : (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.38

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.38

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

VINCENT PAUL C. ASILOM

Clerk 02-17-25

Reviewed by:

AMIEL R. ARMADA

Department/Office Head 02-17-25

Recommending Approval:

MARLON G. BURLAS

Director 02-19-25

Approved:

ELWIN JAY V. YU

Vice President 02-25-25



MOTOR POOL SERVICES UNIT

Visayas State University, PQVR+8JR Baybay City, Leyte

Email: ppo@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1068

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Vincent Paul C. Asilom, of the Motor Pool Services/PPO 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 to December, 2024

VINCENT PAUL C. ASILOM
ADM, AIDE I 2-17-25

AMIEL R. ARMADA
Head, Motor Pool, Services 2-19-25

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Administration and Support Services									
Motor Pool MFO 1. Administrative and Facilitative Services	PI 1: Number of letter and standard government forms preparation	. MPSU DdRC Preparation of ISO Forms for vehicle & Equipment, Letters, Vouchers, Payrolls, RIS, PR's, Application for leave, PO's, Canvass, Request of Quotation, DTR, Travel Order, Trip Ticket, Waste Material Report, Inspection & Acceptance Report, Liquidation, Itinerary of Travel, Billing Vouchers, Appointment/JO, IPCR, PPMP, Cash Advance.	3000	3985	5	4	4	4.33	. Motor Pool Services Office
	PI 2: Receiving, recording & processing of administrative documents coming in & out of Motor	. Record job requests & Physical Plant Service Request Form . Assign drivers & vehicle for every trip request . Distributing of Trip tickets to drivers	1600	1865	5	4	4	4.33	. Motor Pool Services Office Admin. Building & Dept. concerns

Pool	Record or control some PPO ISO Forms . Follow-up Payroll & Other documents	1000	1020	4	4	4	4	4.00	Motor Pool Services Office
PI 3: No. of spare parts; materials & lubricants record on stock cards	Recording on stock cards for withdrawal of spare parts; materials & lubricants								
PI 4: Documents filling	Sorting/consolidating & filling of documents	1400	1600	5	5	4	4	4.66	Motor Pool Services Office
Motor Pool MFO 2. Frontline Services									
P2 1: Efficient and customer-friendly frontline services	Zero percent compliant from clients served	90%	100%	5	5	5	5	5.00	Motor Pool Services Office
Motor Pool MFO 3. Office Cleaning									
P3 1: No. of Office Cleaned	Cleaning of Motor Pool Office	2	3	4	4	3	3	3.66	Motor Pool Office
Total Over-all Rating								25.98	

Average Rating (Total Over-all rating divided by 4)	4.33
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations
for Development Purpose:

DOCUMENT CONTROL &
RECORDS KEEPING

Evaluated & Rated by:


AMIEL R. ARMADA
Dept/Unit Head

Date: 02-17-25

Recommending Approval:


MARLON G. BURLAS
Dean/Director

Date: 02-19-25

Approved by:


ELWIN JAY V. YU
Vice President

Date: 02-25-25