

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: AMIEL R. ARMADA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3) (4x5)
1. Numerical Rating per IPCR	70%	4.33	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	30%	4.58	1.37
TOTAL NUMERICAL RATING			4.40

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.40

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

VINCENT PAUL ASILOM
Name of Staff

Reviewed by:

MARLON G. BURLAS
Head HELVMU

Recommending Approval:

MARIO LILIO P. VALENZONA
Director, CSU

Approved:

REMBERTO A. PATINDOL
VP For Admin. & Finance

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June, 2019

Name of Staff: Amiel R. Armada Position: Adm. Aide VI

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

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Amiel R. Armada
Performance Rating: January - June 2019

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: January 16, 2019 Target Date: March 30, 2019

First Step:

Orientation on safe and unsafe condition

Result:

Application at the workplace

Date: April 17, 2019 Target Date: June 30, 2018

Next Step:

Materials handling and storage

Outcome: Orderliness at workplace

Final Step/Recommendation:

Tidiness and orderliness are being observe

Prepared by:

MARLON G. BURLAS
Unit Head

Conforme:

AMEIL R. ARMADA
Name of Ratee Faculty/Staff

Total Score		5 4 3 2 1				
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 :

MARLON G. BURLAS
Name of Head

									Adv. MDC
	P1 2: No. of engine tune-up; Electrical repair & servicing	ring & hose, oil sender assy. . Fuel tank (cleaning & welding) . Lubricate steering assy. (disassemble steering wheel). Replace wheel hub bearing if/y/ear. check/clear 4 wheel brake system.							Land cruiser Rosa bus 02 Bus 36 Strada Pajero L-200 Adv. Dmpe Adv. Blue Hi-acce Tolosa Toyok Caravelle Kia Combi EF 250
	P1 3: No. of Engine overhauling/Chang ing.	. General overhaul . Top overhaul	2	2	5	4	4	4.33	Strada Hitux
	P1 4: No. of trips served	. Rendered driving services to requester/ end user within the specified period	5	6	4	3	4	3.66	Hi-acce Tolosa Hyundai Tolosa Rosa bus 01 Toyok Strada Land Cruiser
HEV/MU MFO 2. Operation and Maintenance of Vehicle	P2 1: No. of vehicles & farm equipment maintained	.. Monthly servicing	5	8	4	4	3	3.66	Light Vehicles Buses

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Amiel R. Amade, of the HELVANI/SSD 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 June, 2019.

ADM. AIDE VI

Approved:

MARION D. BURLAS
Head, HELVMI

MFO & FAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	Q2	T ¹	A ¹	
UMFO 6, General Administration and Support Services									
HEU/UMI UMFO 1, Repair of Heavy and Light Vehicles									
	Pl 1: No. of Under chassis repair & servicing	Installation coil spring rubber bumper Pull Out & re install transmission (replace clutch disc & other parts) Check-up 4 wheel brake system Replace primary & secondary clutch rep. ktv, cross bearing (3pc's), 4 wheel hub bearing fit, & rear, stabilizer bar bushing & link, ball joint upper & lower, tie rod end & shifting linkages, shock absorber, easy, & bushing, timing belt set, power steering pump, o-	15	19	5	5	5	5.00	Payro 1,200 DPHG Strada Caraville Adv. Blue & red (Philproctrops) Adv. Oynre Toyok # 3 & 4 Carter Hyundai Bus Tolosa Hizace Tolosa Rosa Bus 01 & 02 Bus 36 Kia Combi CFR 250 Hilux

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: AMIEL R. ARMADA
Performance Rating: July – December 2019

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: July 16, 2019 Target Date: September 31, 2019

First Step:

Orientation on safe and unsafe condition

Result:

Application at workplace

Date: October 17, 2019 Target Date: December 30, 2019

Next Step

Materials handling and storage

Outcome: Orderliness at workplace

Final Step/Recommendation:

Tidiness and orderliness are being observe

Prepared by:

MARLON G. BURLAS
Head, HELVMU

Conforme:

AMIEL R. ARMADA
Name of Ratee Faculty/Staff

[illegible]

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

Comments & Recommendations
for Development Purpose:

- * Training basic occupational safety + health
- * Exposure to modern automotive

Evaluated & Rated by:

Recommending Approvals:

Approved _____

Date _____

Date: _____

Date _____

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

Dept./Unit Head

MARIO LILIO P. VALENZONA
Dean/Director


REMBERTO A. PATINDOL
Vice President