



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CLEMENTINO A. BORELA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.031
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.374
TOTAL NUMERICAL RATING			4.405

TOTAL NUMERICAL RATING: 4.405

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.405

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

CLEMENTINO A. BORELA
Name of Staff

Reviewed by:

CLINT C. SARVIDA
Head, ILEU

Recommending Approval:

MARLON G. BURLAS
Director, PPO

Approved:

ELWIN JAY V. YU
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **CLEMENTINO A. BORELA** of the **GENERAL SERVICES DIVISION** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the ~~JULY - NOVEMBER 2024~~ **JAN - DECEMBER 2024**

CLEMENTINO A. BORELA
Ratee

Approved:

CLINT C. SARVIDA
Head, ILEU

MFO & PAPs	Success Indicators	Tasks Assigned	Target JAN - DEC	Actual Accomplishment JULY - DEC	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1 -Repair and Maintenance of Cooling Facilities	PI 1. 1 Number of Repaired and maintained cooling facilities	Aircon repaired	20	20	5	4	4	4.33	
		Aircon cleaned	30	25	5	4	4	4.33	
		Aircon installed	15	10	5	4	4	4.33	
MFO-2 Repair and maintenance of laboratory equipment	PI 1. 2 Number of Repaired and maintained lab equipment	General cleaning/troubleshooting /repair for restoration/Troubleshootin	10	10	5	4	4	4.33	
MFO-3 Delivered sound services for the university	PI 1. 3 Number of Restored cooling system in tissue culture laboratory	Cleaning /repair/installation	2	2	5	4	4	4.33	
	PI 1. 4 Number of Delivered sound services for the university	Installed and operate sound equipment	5	5	5	4	4	4.33	
Total Over-all Rating					26.00				
Average Rating (Total Over-all rating divided by 4)				4.33	Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.33					
ADJECTIVAL RATING				VS					

Evaluate & Rated by

CLINT C. SARVIDA
Supervisor

Recommending Approval:

MARLON G. BURLAS
Director, PPO

Approved by:

ELWIN JAY V. YU
Vice President

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

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: INSTRUMENTATION AND LABORATORY EQUIPMENT UNIT

Head of Office: CLINT C. SARVIDA

Number of Personnel: 13

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Unrecorded/undocumented informal discussion with concerned staff				
Coaching	Staff in-charge in the submission of materials				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

CLINT C. SARVIDA

Immediate Supervisor

Noted by:

MARLON G. BURLAS

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CLEMENTINO A. BORELA

Performance Rating: ~~JULY 1 to NOVEMBER 14, 2024~~

JANUARY - DECEMBER 2024

[Signature]

Aim: Effective Customer Service

Proposed Interventions to Improve Performance:

Date: August 1, 2024

Target Date: October 31, 2024

First Step: Working as a team

Result: Improve intra-personal relationship

Date: JULY 2023

Target Date: DECEMBER 2023

Next Step: Collaboration in the Organization

Outcome: Building a work team

Final Step/Recommendation:

Effectively delivered the required service

Prepared by:

[Signature]
CLINT C. SARVIDA
Head, ILEU

Conforme:

[Signature]
CLEMENTINO A. BORELA
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan - DEC 2024
~~July - November 14, 2024~~

Name of Staff: CLEMENTINO A. BORELA

Position: Admin 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



INSTRUMENTATION & LABORATORY EQUIPMENT UNIT

Visayas State University, Baybay City, Leyte
Email: ile@vsu.edu.ph
Website: www.vsu.edu.ph
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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		4.58 55				
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		4.58				
Overall recommendation:						


ENGR. CLINT C. SARVIDA
 Immediate Supervisor