

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Remegio M. Sanico

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.47	70%	3.129
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.3
TOTAL NUMERICAL RATING			4.42


TOTAL NUMERICAL RATING: 4.42
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: Very Satisfactory


Prepared by:


EDITHA E. DARGANTES
Name of Staff

Reviewed by:

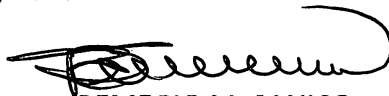

MARLON G. BURLAS
Department/Office Head


Approved:


REMBERTO A. PATINDOL
VP FOR ADMIN & FINANCE

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Remegio M. Sanico, of the HELVMU/GSD 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, 2018


REMEGIO M. SANICO
 ADM. ASST. V

Approved: 
MARLON G. BURLAS
 Head, HELVMU

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									
HELVMU MFO 1. Administrative and Facilitative Services									
	PI 1: No. of office documents prepared/served/managed	<ul style="list-style-type: none"> Monitoring/management office work & services 	1,870	1,900	5	5	5	5.00	<ul style="list-style-type: none"> Office/Clerk work
	PI 2: No. of motor spare parts, lubricants & waste materials inspected	<ul style="list-style-type: none"> Inspection of vehicles spare parts, waste materials, fuel and lubricants 	750	780	5	5	5	5.00	<ul style="list-style-type: none"> Office/Department concern
	PI 3: No. of vouchers, payrolls, PR's, RIS, PPMP prepared	<ul style="list-style-type: none"> Signing of vouchers, DTR's, RIS, PR's and job request Preparation of program of works & accomplishment reports 	500	550	5	5	5	5.00	<ul style="list-style-type: none"> Personnel & office operation
	PI 4: No. of doors & windows opened daily	<ul style="list-style-type: none"> Monitoring of daily maintenance 	30	30	5	4	4	4.33	<ul style="list-style-type: none"> HELVMU office

									<ul style="list-style-type: none"> Tools, stock room & working area
	PI 5: No. of rooms, building cleaned & maintained daily		10	10	5	5	5	5.00	<ul style="list-style-type: none"> Motor pool comfort rooms, garage, stockroom & tool room.
HELV MU MFO 2. Ground Improvement (New Construction, etc..)									
	P2 1: No. of areas filled up, scraped, cleared & improved	<ul style="list-style-type: none"> Preparation of RIS for Fuel & lubricants Daily inspection of on-going project Preparation of monthly projects accomplishment report 	8	9	5	5	5	5.00	<ul style="list-style-type: none"> Garbage area; Agronomy; VSU gym area; New Library; Garden show area; Supply & Gasoline Station area; ATI & PCC area
	P2 1: No. of Perimeter Fence Constructed		1	1	5	5	5	5.00	<ul style="list-style-type: none"> VSU Perimeter Fence
HELV MU MFO 3. Ground Maintenance									
	P3 1: No. of areas maintained	<ul style="list-style-type: none"> Preparation of PR's for supply & materials 	5	5	5	5	5	5.00	<ul style="list-style-type: none"> Ovals (Upper & Lower), F & G show; Highway Perimeter Fence & its Borders; GSD surroundings & beach area
	P3 2: No. of perimeter fence and	<ul style="list-style-type: none"> Preparation of RIS for Fuel & lubricants 	5	5	5	5	5	5.00	<ul style="list-style-type: none"> GSD, VSU Highway Per. Fence; F & G show area;

	gates fabricated & maintained								VSU beach garden resort & guard post s 1 & 2 Nangka & Mabolo drive
	P3 3: No. of irrigation & Drainage canals maintained	<ul style="list-style-type: none"> Daily inspection of on-going projects Scheduling of work assignments 	6	6	5	5	5	5.00	<ul style="list-style-type: none"> Nangka & Mabolo drives; Calbigaa & Pangasugan experimental areas; beach & Highway areas
HELV MU MFO 4. Land Preparation (Research Related)									
	P4 1: No. of experimental areas prepared based on job requests	<ul style="list-style-type: none"> Preparation of RIS & PR's of fuel, lubricants & spare parts 	7	8	5	5	5	5.00	<ul style="list-style-type: none"> Philrootcrop s, NCRC, Tuklas Lunas Dev't. Center (Philroots); Agronomy; DSS, DAS, DPBG, PCC; Eco-Farmi; DOH
	P4 2: No. of Hauling trips based on job request	<ul style="list-style-type: none"> Scheduling of job request for operation Computation of area & no. of trips for billing Assignment of schedule to operators 	85	90	5	5	5	5.00	<ul style="list-style-type: none"> Research centers & different departments
HELV MU MFO 5. Repair of Heavy & Lights Vehicles									
	P5 1: No. of Car bodies/accessories repaired/ fabricated	<ul style="list-style-type: none"> Preparation of PR's for supplies and materials 	2	3	5	5	4	4.67	<ul style="list-style-type: none"> Isuzu ELF 350, Rosa Bus 02; Toyota Land Cruiser (Blue)

	P5 2: No. of under chassis repaired & serviced	<ul style="list-style-type: none"> Assignment of schedule to welders and mechanics daily 	100	110	5	5	5	5.00	<ul style="list-style-type: none"> Heavy & light vehicles repaired & maintained; Light vehicles (13 units); Trucks & buses (10 units); Heavy & Farm Equipments (13 units)
	P5 3: No. of engines Tune-up & serviced	<ul style="list-style-type: none"> Inspection & Supervision of on-going projects daily 	70	80	5	5	5	5.00	<ul style="list-style-type: none"> These include other departments vehicles/ equipment repaired & serviced by HELVMU
	P5 4: No. of transmission & differentials repaired	<ul style="list-style-type: none"> Listing of spare parts for procurement 	4	5	5	5	5	5.00	<ul style="list-style-type: none"> Hi-ace (Tolosa); Land Cruiser(white); Ford Tractor; PESMU; WSSMU Jeep
	P5 5: No. of engines overhauled & changed	<ul style="list-style-type: none"> Preparation of program & project cost estimate 	5	9	5	5	5	5.00	<ul style="list-style-type: none"> T-Land Cruiser, Hi-ace; PESMU; WSSMU Jeep
	P5 6: No. of motor rewinding & electrical repairs done	<ul style="list-style-type: none"> Scheduling of Job Request 	130	135	5	5	5	5.00	<ul style="list-style-type: none"> Heavy and Lights Vehicles repaired and maintained; Light Vehicles (13 units); Trucks & Buses (10 units); Heavy & Farm

									Equipment (13 units)
	P5 7: No. of spare parts machined & fabricated		68	80	5	5	5	5.00	<ul style="list-style-type: none"> These include other departments vehicles/ equipment repaired & serviced by HELVMU
	P5 8: No. of vehicles & equipment repainted		3	3	5	5	5	5.00	<ul style="list-style-type: none"> Rosa Bus 02; T-Land Cruiser(Blue) ; Isuzu ELF 250
	P5 9: No. of tires changed & vulcanized		90	95	5	4	4	4.33	<ul style="list-style-type: none"> Based on job request All GSD Vehicles & Farm Equipment
	P5 10: No. of Steering wheels (power & manual) , hydraulic pumps repaired		10	10	5	4	4	4.33	<ul style="list-style-type: none"> Backhoe; Payloader; Tractor
	P5 11: No. of shop services done based on job request		50	70	5	4	4	4.33	<ul style="list-style-type: none"> Dept. Concern
HELVMU MFO 6. Operation & Maintenance									
	P6 1: No. of vehicles & Farm equipment maintained	<ul style="list-style-type: none"> Scheduling of monthly servicing Preparation of PR's for spare parts, tires & batteries Preparation of RIS for lubricants & fuel Assignment of mechanics/welders for periodic maintenance 	36	36	5	4	4	4.33	<ul style="list-style-type: none"> Light vehicles (13units), Truck & Buses (10units), Farm & heavy equipment (13 units) (These include other


									departments vehicles/ equipment repaired & serviced by HELVMU)
Total Over-all Rating								116.3	

Average Rating (Total Over-all rating divided by 4)		4.47
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Very Satisfactory

**Comments & Recommendations
for Development Purpose:**


* training on basic
Occupational Safety &
Health (OSHA)

Evaluated & Rated by:


MARLON G. BURLAS
Unit Head, HELVMU

Date: _____

Recommending Approval:


MARIO LILLO P. VALENZONA
Director, GSD

Date: _____

Approved by:


REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018

Name of Staff: Remegio M. Sanico

Position: Adm. Asst. V


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		77				
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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Remegio M. Sanico
Performance Rating: January – June 2018

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: January 16, 2018 Target Date: March 31, 2018

First Step:
Orientation on safe and unsafe condition

Result:
Application at the workplace

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

Next Step:
Materials handling and storage

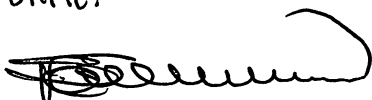
Outcome: Orderliness at workplace

Final Step/Recommendation:
Tidiness and orderliness are being observe

Prepared by:


MARLON G. BURLAS
Unit Head

CONFORME:


REMEGIO M. SANICO
ADM. ASST. ✓