



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFPHY**

**Annex P**

Name of Administrative Staff: **GASPAR S. ARPOCEPLE**

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	4.66	30%	1.398
<b>TOTAL NUMERICAL RATING</b>			<b>4.429</b>

TOTAL NUMERICAL RATING: 4.429

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.429

FINAL NUMERICAL RATING 4.429

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

**GASPAR S. ARPOCEPLE**  
Name of Staff

Reviewed by:

**MARIO LILIO VALENZONA**  
Department/Office Head

Recommending Approval:

**MARIO LILIO VALENZONA**  
Dean/Director

Approved:

**DANIEL LESLIE S. TAN**  
Vice President



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GASPAR S. ARPOCEPLE** of the **WATER AND SEWERAGE SYSTEM MAINTAINANCE UNIT** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **January - June 2023**

Approved:

**GASPAR S. ARPOCEPLE**

Ratee

**MARIO LILIO VALENZONA**

Head, BHM

MFO & Performance Indicators	Program/Activities/Projects	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO1-Water distribution systems for new and major repairs/renovations	PI 1.1 No. of water distribution systems in new and renovated/implemented academic and research buildings	Repairs water distribution system in VSU main Campus	7	10	5	4	4	4.33	
	PI 1.2 No. of water distribution systems in new and renovated/implemented administrative buildings		7	10	5	4	4	4.33	
MFO 2 Plumbing systems improvement and maintenance inside buildings	PI 2.1 No. of plumbing systems improvements/repairs inside academic and research buildings	Repairs water distribution system in VSU main Campus	60	65	5	4	4	4.33	
	PI 2.2 No. of plumbing systems improvements/repairs inside administrative buildings		40	50	5	4	4	4.33	
MFO3, Water distribution systems repair and maintenance outside buildings	PI 3.1 No. of water distribution systems in new and renovated/implemented buildings and structures		16	20	5	4	4	4.33	
Total Over-all Rating								21.67	
Average Rating (Total Over-all rating divided by 4)				4.33	Comments & Recommendations for Development Purpose:				
Additional Points:									
Punctuality:					Basic Safety Occupational and health				
Approved Additional point (with copy of approval)									
FINAL RATING				4.33					
ADJECTIVAL RATING				VS					

Evaluate & Rated by:

Recommending Approval:

Approved by:

**MARIO LILIO VALENZONA**

Supervisor

**MARIO LILIO VALENZONA**

Director, ODPP

**DANIEL LESLIE S. TAN**

VP. For Adm. & Finance

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





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2023

Name of Staff: GASPAR S. ARPOCEPLE

Position: Admin Asst. II

**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
Score	Total				
					36
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					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					4.66

Overall recommendation : \_\_\_\_\_

**MARIO LILIO VALENZONA**  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Gasper S. Arpocely

Performance Rating: Jan - June 2023

Aim: collaboration and working with others

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: February 2023

First Step: Adjustments of work approached based on the  
Agreed terms/norms of the unit

Result: Understanding and responding to the concerns  
of others

Date: April 2023 Target Date: 2023 June

Next Step: Understand the mandate of the unit

Outcome: Contributions to work outputs of the unit

Final Step/Recommendation:

Positive communication of interaction between colleagues

Prepared by:

MARIO LILIO VALENZUELA  
Supervisor

Conforme:

[Signature]  
Name of Ratee Faculty/Staff