

OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

ROGER T. MUAÑA

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.49	70%	3.14
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
		TOTAL NUN	IERICAL RATING	4.56

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	
FINAL NUMERICAL RATING	4.56
ADJECTIVAL RATING:	Very Satisfactory
Prepared by:	Reviewed by:
VINCENT PAUL C. ASILOM	MARLON G. BURLAS
Admin. Aide I	Head, Motor Pool
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Recommending Approval:

MARIO LILIO P. VALENZONA
Director, PPO

Approved:

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

1,	Roger Muaña	, of the	Motor Pool Services/PPO	commits to	deliver and	agree	to be	rated	on
the	e attainment of the follo	wing targets in accord	ance with the indicated measures	for the period _	January to	o <u>June</u>	, 2021		
		,							

ROGER T. MUAÑA Adm. Aide VI

Approved:

MARLON G. BURLAS
Head, Motor Pool, Services

			Actual		R	Remarks			
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	Q¹	E ²	T ³	A ⁴	
UMFO 6. General Administration and Support Services									
Motor Pool MFO 1. Repair of heavy and light vehicles									
	PI 1: No of underchassis repair & servicing . Replace Accylerator cable . Check-up & repair steering system . Servicing of power take off; pull-out of front leaf spring; brake & clutch primary & secondary system repair; overhaul transmission; change oil transmission; replace clutch primary repair kit; fixing cargo box support; transmission support; clutch lining; release bearing; cross bearing; wheel bearing;		15	21	5	5	4	4.66	. Garbage truck 2 units . PESMU Jeep . Land Cruiser . L-200 . Bus 36 & 37 . Hilux . Land Cruiser . Combi . Rosa Bus 01 . Elf 250 . Elf 350 . Tuyok 4 units . Canter . Pajero . Hi-ace . Manlift Boom truck

	PI 2: No. of engine tune-up & servicing	. Installation of newly purchase surplus engine; fixing water leaking of cooling system; Change oil of engine fuel line 7 servicing; cleaning of fuel strainer; repair & check-up engine oil leaking; replace engine support, fuel filter; cleaning of air cleaner element;	15	16	5	5	5	5.00	. Garbage Truck 2 units . Land Cruiser . L-200 . Bus 36 & 37 . Rosa Bus 02 . Elf 250 . Toyota Hilux . Kia Combi . Tuyok 2 & 3 . Adv. Blue . Toyota ISRDS . Fire Truck
	PI 3: No. of Transmission/ Differential repair	.Pull out transmission and replace clutch lining	1	2	5	5	4	4.66	. Rosa Bus 01 . Land Cruiser
Motor Pool MFO 2. Operation and									
maintenance of vehicles					-	-	-	-	-
	P2 1: No. of vehicles & farm equipment maintained	. Monthly servicing	10	10	4	3	3	3.66	. Buses . Garbage Truck . Light Vehicles
		,							
									3

Average Rating (Total Over-all rating divided by 4) Additional Points: Approved Additional points (with copy of approval) FINAL RATING ADJECTIVAL RATING ADJECTIVAL RATING Evaluated & Rated by: Recommending Approval: MARION G. BURLAS Dept./Unit Head Date: Date: Date: Date: Date: Date: Comments & Recomment for Development Purpos Fasic Occupation Safety 5 ffeat Training Seningr Date: Date						
Additional Points: Approved Additional points (with copy of approval) FINAL RATING ADJECTIVAL RATING Evaluated & Rated by: Recommending Approval: MARION G. BURLAS Dept./Unit Head Dept./Unit Head Comments & Recomment for Development Purpos Fasic Occupation Carely Steal Fasic Occupation Sarely Steal Approved by: Recommending Approval: Approved by: REMBERTO A. PATINDOL Vice President	Total Over-all Rating					17.98
Additional Points: Approved Additional points (with copy of approval) FINAL RATING ADJECTIVAL RATING Evaluated & Rated by: Recommending Approval: MARION G. BURLAS Dept./Unit Head Dean Director Comments & Recomment Furpos Fasic Occupation Safety Steal Training Senivar Dagnestic Scale REMBERTO A: PATINDOL Vice President						
Additional Points: Approved Additional points (with copy of approval) FINAL RATING ADJECTIVAL RATING VERY SATISFACTORY FIGURE SCAN SCAN WAR Dept./Unit Head MARIO LI DP. VANENZONA Dean Director To Development Purpos Fasic Occupation Sately S float Training/Scan war Diagnostic Scan REMBERTO A PATINDOL Vice President	Average Rating (Total Over-all	rating divided by 4)		4.49	Comm	ents & Recommen
Approved Additional points (with copy of approval) FINAL RATING ADJECTIVAL RATING VERY SATISFACTORY VERY SATISFACTORY Training/Sen ivar Dagnostie scan Evaluated & Rated by: Recommending Approval: Approved by: Recommending Approval: MARION G. BURLAS Dept./Unit Head MARION Dean/Director MARION Dean/Director REMBERTO A. PATINDOL Vice President	Additional Points:					
MARLON G. BURLAS Dept./Unit Head Recommending Approval: Approved by: Recommending Approval: Approved by: Recommending Approval: Approved by: REMBERTO A. PATINDOL Vice President	Approved Additional points (with co	opy of approval)				
MARLON G. BURLAS Dept./Unit Head Recommending Approval: Approved by: MARIO LILIO P. VAKENZONA Dean Director Recommending Approval: Approved by: REMBERTO A. PATINDOL Vice President	FINAL RATING				Pars	ic occupations
MARLON G. BURLAS Dept./Unit Head Recommending Approval: Approved by: Recommending Approval: Approved by: Recommending Approval: Approved by: REMBERTO A. PATINDOL Vice President	ADJECTIVAL RATING			VERY SATISFACTORY	da	fely) Toat
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MARLON G. BURLAS Dept./Unit Head MARIO LILIO P. VAXENZONA Dean Director REMBERTO A. PATINDOL Vice President			P		Di	agnostic scar
Dept./Unit Head Dean Director Vice President	Evaluated & Rated by:	Recommen	iding Approval:	Approved by:		
	Dept./Unit Head	_	Dean/Director			



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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January – June 2021</u> Name of Staff: ROGER T. MUAÑA

Position: Administrative 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)		S	cal	е	
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

2.	Willing to be trained and developed	(5)	4	3	2	1
	Score	1	57	-		
	eadership & Management (For supervisors only to be rated by higher supervisor)		S	Scal	е	
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	
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	
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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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	
	Total Score				I	
	Average Score					

Overall recommendation	

MARLON G. BURLAS
Printed Name and Signature
Head, Motor Pool

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROGER T. MUAÑA Performance Rating: January – June 2021

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: January 15, 2021 Target Date: March 31, 2021

First Step:

Orientation on safe and unsafe condition

Result:

Application at workplace

Date: April 16, 2021

Target Date: June 30, 2021

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, Motor Pool

Conforme:

Name of Ratee Staff