COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:	Vergite C. Meliton	
		- 1

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.17	70%	2.91
 Supervisor/Head's assessment of his contribution towards attainment of office accomplishments 	4.25	30%	1.27
	TO	TAL NUMERICAL RATING	4.18

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.18	
ADJECTIVAL RATING:	Very Satisfactory	
Prepared by:	Reviewed by:	00 011
EDITHA F. DARGANTES		MARLON GIBURLAS
Name of Staff		Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN

HEAVY EQUIPMENT & LIGHT VEHICLE MAINTENANCE UNIT Visayas State University

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, Vergite Meliton, 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, 2017.

VERGITE MELITON Machinist II

MARKON G. BURLAS

✓ Head, HELVMU

Date:

Date:

	-
Rating	Timeliness
R	Efficiency
	Quality
	Actual Accomplishment
	Target
	Task Assigned
	Success Indicator (SI)
	MFO Descrip- tion
	MFO No.

Remark

Average

UMFO 6. General Administration and Support Services

HELVMU MFO 1. Repair of heavy and light vehicles

Ground Maintenance Ground Maintenance Ground Conversion of motion back should be bearing of motion pool as a wash only a spin at machine brake should be bearing allow the but & spind nuts ocket, hipples 1/2 & 34 & 1′ G.I. Pipe, hanger bushing, bushing, bushing, bushing, bushing, allow the bush of dish for the spind remarking bushing, bushing, bushing, bushing, bushing, bushing, bushing, bushing of gear, bushing as tightening of planetary gear, 4 pcs the road and arechine in air drive shaft, spring pin, threading drasmings spring pin. Build-up and machine le road end, Build-up and machine be road end, Mounting of transmission gear, cutting of gear, Welding & machining spring pin. Welding & machine be road end, Conversion, machine brake shoe fitting Remove crack bolds Remove crack bolds Cheaning of motorpool surrounding Characterial Cheaning of motorpool surrounding Threading drasmissions Conversion Con	Conversion in a contraction of center washer of ade, ade botts & dowel, hinges pins bushing, adending the period in a code in modes pins bushing, and the period in a code in a	0=3 1=4.8 >2=5.0	Ref 1: No. of Body repair & fabrication (Metal 1.00% & Steel Works)	 Down Initing & hand tapping hub, spring pin, drilling & revitting brake shoe lining, machine pins & shockle 						. Isuzu Elf 250 Backhoe	
34 & 1 * G. L. Pipe, hanger bushing, Jobs	Grinding of transmission gear Ground Maintenance Ground Maintenance Ground Maintenance Ground State Stat			Fabrication of center washer of axle, axle bolts & dowel, hinges pins bushing, nuckle bearing slave, hub nut & spind nut socket, nipples 1/2 &						. Dump Truck DH 100 . Ford Tractor Hilux	
Caround Maintenance	Ground Maintenance Grounds maintained Grounds of machine brake shoe fitting Ground Maintenance Ground Maintenance Ground States for spring and propeler shaft Ground Maintenance Ground States for spring grounds machine brake shoe fitting Ground Maintenance G			3/4 & 1" G.I. Pipe, hanger bushing, bushing lever joint rod, disk brake pin, alternator bushing, 3/8						. WSSMU . L-300 Jitney Veh.	
Connection of grant machine and planetary gear, 4 pcs Wachining & tightening of planetary gear, 4 pcs Build-up and machine in air drive shaft, spring pin, threading machine center link, botts of printing machine, brake hose fitting Wounding transmission gear, cutting of gear, build-up a machining spring pin Welding & machining pin	Ground Maintenance Calibrated by: Calibrated			bolts, bolts for tensioner						Cherokee	
tie rod end build-up and machine in air drive shaft, spring proper in the shaft, spring proper in the shaft, spring proper in the solution of prinding machine beater link, bolts of prinding machine, brake hose fitting . Mounting of transmission pear, cutting of gear, build-up & machining spring pin. Welding & machining spring pin. Welding & machine to dend, Conversion, machine & welding propeller shaft . Reface spring spacer front . Threading drain plug cylinder fitting. Reface spring spacer front . Remove crack bolts . Remove crack bolts . Remove crack bolts . Remove crack bolts . The configuration of motorpool surrounding . The spring spacer in th	Fe rod end Fe rod end end Fe rod end end end Fe rod end end end end end end end end end en			Grinding of transmission gear Machining & tightening of planetary gear, 4 pcs						. L-300	
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printing machine center link, bolts of printing machine brake hose fitting - Mounting of transmission gear, cutting of gear, - Mounting of transmission gear, cutting of gear, - Mounting of machine & welding propeller shaft - Refrace spring spacer front - Threading drain plug cylinder fitting - Remove crack bolts - Ground Maintenance - Ground Maintenance - Cleaning of motorpool surrounding - Cleaning of mo	in, threading machine center link, bolts of printing machine brake hose fitting • Mounting of transmission gear, build-up & machine & welding propeller shaft • Reface spring & machine & welding propeller shaft • Reface spring spacer front • Threading drain plug cylinder fitting • Remove crack bolts • Remove crack bolts • Cleaning of motorpool surrounding • Cleaning of motorpool surrounding • Calibrated by: • Reproved: • Calibrated by: • Reproved:			. Build-up and machine in air drive shaft, spring						. Mixer	
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0.00 0.00 0.00 0.00 Vony Satisfaction	Calibrated by: Calibrated by: Recommending Approval: Approved:	Total Over-all Rating							8.33		
	Calibrated by:	Average Rating				*	0.00	_			
	Calibrated by:	Adjectival Rating						Very Satis	actory		

Vice Pres. for Admin. & Finance

Chairman, PMT

Date:

Date:

EDGARDO E. TULIN

Date:

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June , 2017

Name of Staff: Vergite C. Meliton

Position: Machinist 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)		5	Scale	9	
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 					1
6.						1
7.	7. Keeps accurate records of her work which is easily retrievable when needed.			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.	assignment is not related to his position but critical towards the attainment of the functions of the university		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 		4	3	2	1
11.			4	3	2	1
12.	Willing to be trained and developed	(5)	4	3	2	1
	Total Score	VI				
	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	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	1

	Average Score					
	Total Score					
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
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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
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

Overall recommendation	:						
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MARLON G. BURLAS Name of Head