



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

**Annex P**

Name of Administrative Staff: AMIEL R. ARMADA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.39
<b>TOTAL NUMERICAL RATING</b>			<b>4.61</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.61

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: \_\_\_\_\_

VINCENT PAUL C. ASILOM

Name of Staff

Reviewed by: \_\_\_\_\_

MARLON G. BURLAS

Department/Office Head

Recommending Approval: \_\_\_\_\_

MARIO LILIO P. VALENZONA

Dean/Director

Approved: \_\_\_\_\_


DANIEL LESLIE S. TAN


Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Amiel R. Armada, of the MOTOR POOL SERVICE/PPO 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, 2022

  
**AMIEL R. ARMADA**  
ADM. ASST. V

Approved:   
**MARLON G. BURLAS**  
Head, Motor Pool

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6. General Administration and Support Services									
Motor Pool MFO 1. Administrative and Facilitative Services									
	PI 1: No. of doors & windows opened daily	. Monitoring of daily maintenance	30	30	5	4	5	4.66	. Motor Pool Office Tools, stock room & working area
	PI 2: No. of rooms, building cleaned & maintained daily		10	10	4	5	5	4.66	. Motor Pool, comfort rooms, garage, Stockroom & Tool room
Motor Pool MFO 2. Ground Improvement (New Construction, etc..)									
	P2 1: No. of areas filled up, scraped, cleared & improved	. Assist to Office Head in facilitating of all request	4	6	5	5	4	4.66	. VSU Costal area. . VSU Gym. . Molave Hill . Banakon Area . Garbage area lower & upper



<b>Motor Pool MFO 3. Ground Maintenance</b>									
	P3 1: No. of areas maintained	. Assist to Office Head in facilitating of all request	5	5	5	4	5	5.00	Ovals (Upper & lower), F & G show, Highway perimeter fence & its borders, GSD surroundings & beach area
<b>Motor Pool MFO 4. Land Preparation (Research Related)</b>									
	P4 1: No. of experimental areas prepared based on job requests	. Assist to Office Head in facilitating of all request	15	21	4	4	4	4.00	. Different Expiremental area or departments concern
	P4 2: No. of Trips or hauling based on job request	. Facilitate request . Scheduling of job request for operation	90	123	5	5	5	5.00	. Different requesting department concern
<b>Motor Pool MFO 5. Repair of Heavy and Light Vehicles</b>									
	PI 1: No. of Under chassis repair & servicing	. Canvass vehicle spare parts . Performing under chassis repair & servicing based on Job Request	15	20	4	5	4	4.33	. Hyundai County . Hyundai Coaster . Tuyok # 4 . Bus 37 . Manlift . Garbage truck 2 units . PESMU jeep . Land Cruiser . Rosa Bus 02 . Rosa Bus 01 . L-200 . Tuyok # 2 & 3 . Farmi Vehicle . Bus 36



									. Elf 250 . Adv. Blue . Kia Combi . Fire Truck (2 units) . WSSMU Jeep . RERC Vehicle . Elf 350
	P1 2: No. of engine tune-up; Electrical repair & servicing	. Performing engine repair & Electrical repair & servicing based on Job Request	15	15	5	5	4	4.66	. Generator . Fire Truck (2 units) . Mit. Canter . Rosa bus 2 . Tuyok 1 & 4 . Bus 37 & 36 . Hyundai Bus . Garbage truck . Manlift truck . Mit. L-200 . Adv. Blue . Farmi Vehicle . ITEEM Vehicle . NARC Vehicle . Tractor
	P1 3: No. of Engine overhauling/changing.	. General overhaul . Top overhaul	1	3	4	5	4	4.33	. Adventure Blue (OVPREI) . Rosa Bus 01 . Strada
	P1 4: No. of trips served	. Rendered driving services to requisitioner/ end user within the specified period	20	35	5	4	5	4.66	. Tuyok . Hi-ace . Hyundai Bus . Xpander . Hilux
<b>Motor Pool MFO 6. Operation and Maintenance of Vehicle</b>									
	P2 1: No. of vehicles & farm equipment maintained	.Scheduling of monthly servicing . Annual Preventive Maintenance Plan	10	15	5	5	4	4.66	. Buses . Light Vehicles . Medium



									equipment
Total Over-all Rating								50.62	

Average Rating (Total Over-all rating divided by 4)		4.60
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		VERY SATISFACTORY

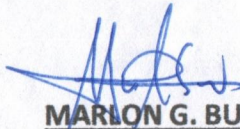
**Comments & Recommendations  
for Development Purpose:**

- Technical & leadership skills training

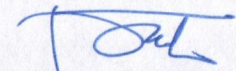
Evaluated & Rated by:

Recommending Approval:

Approved by:

  
**MARLON G. BURLAS**  
Dept./Unit Head

  
**MARIO LILIO P. VALENZONA**  
Dean/Director

  
**DANIEL LESLIE S. TAN**  
Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2022

Name of Staff: AMIEL R. ARMADA

Position: Administrative Assistant 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		56				
<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						

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

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



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: AMIEL R. ARMADA  
Performance Rating: January – June 2022

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: January 7, 2022      Target Date: March 31, 2022

First Step:

Orientation on safe and unsafe condition

Result:

Application at workplace

Date: April 8, 2022      Target Date: June 28, 2022

Next Step:


Materials handling and storage

Outcome: Orderliness at workplace

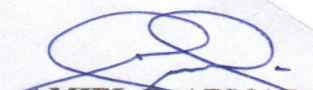
Final Step/Recommendation:

Tidiness and orderliness are being observe

Prepared by:

  
**MARLON G. BURLAS**  
Head, Motor Pool

Conforme:

  
**AMIEL R. ARMADA**  
Name of Ratee Staff