



**Annex P**

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

Name of Administrative Staff: NICOLAS NELSON R. VALENZONA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.56	70%	3.192
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.471	30%	1.3413
<b>TOTAL NUMERICAL RATING</b>			<b>4.5333</b>

TOTAL NUMERICAL RATING: 4.5333


Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.5333

FINAL NUMERICAL RATING 4.5333

ADJECTIVAL RATING: Very Satisfactory


Prepared by:

  
NICOLAS NELSON R. VALENZONA  
Name of Staff


Reviewed by:

  
PHLOEM D. GALUPO  
Department/Office Head

Recommending Approval:

  
MARLONG G. BURLAS  
Dean/Director

Approved:


  
ELWIN JAY V. YU  
Vice President



## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Niclas Nelson R. Valenzona of the PHYSICAL PLANT OFFICE commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: January -June 2024

Approved:

  
**NICOLAS NELSON R. VALENZONA**  
Ratee

  
**PHLOEM D. GALUPO**  
Unit Head


MFO & Performance Indicators	Success Inditors	Tasks Assigned	Target	Actual Accomplish ment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO1: Painting Works	PI- 1: No. of Furniture Painted	various repair and Painting of Furnitures	60	40	5	5	4	4.67	
MFO2: Furnitures Works	P2- 1: No. of Classroom & Office Painted	various repair and Painting of Classroom, Office	10	8	5	4	4	4.33	
	P2-2: Maintained & Cleaning the area	Maintained of Cleaning of the furniture area	1	1	5	4	5	4.67	
Total Over-all Rating								13.67	

Average Rating (Total Over-all rating divided by 4)		4.56	Comments & Recommendations for Development Purpose:  BASIC OCCUPATIONAL SAFETY AND HEATH
Additional Points:			
Punctuality:			
Approved Additional point (with copy of approval)			
FINAL RATING		4.56	
ADJECTIVAL RATING		VS	


Evaluate & Rated by:

  
**PHLOEM D. GALUPO**  
Supervisor 2/10/25

Recommending Approval:

  
**MARLON G. BURLAS**  
Director, PPO 2/10/25

Approved by:

  
**ELWIN JAY V. YU**  
Vice Pres. For Adm. & Finance  
2/17/25

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Nicolas Nelson R. Valenzona

Performance Rating: July to December 2024

To develop skills and abilities in the organization needed to effectively performed the task.

Proposed Interventions to Improve Performance:

Date: July 2024 Target Date: September 2024

First Step: Working as a team

Result: Improve intra-personal relationship

Date: August 2024 Target Date: October 2024


Next Step: Collaboration in the organization

Outcome: Building a working team

Final Step/Recommendation:

Effectively delivered the required service

Prepared by:

  
PHLOEM D. GALUPO  
Supervisor

Conforme:

  
NICOLAS NELSON R. VALENZONA  
Name of Ratee Faculty/Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July- December 2024

Name of Staff: Nicolas Nelson R. Valenzona

Position: Admin. Aide 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		52				
<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		24				
Average Score		4.471				
Overall recommendation:						

  
**PHLOEM D. GALUPO**  
 Immediate Supervisor