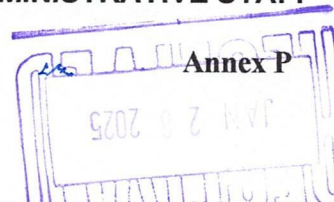




COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF



Name of Administrative Staff: MARVIN M. LAO

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	4.41	30%	1.35
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.57

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

VINCENT PAUL C. ASILOM

Name of Staff

10-11-24

Reviewed by:

MARLON G. BURLAS

Department/Office Head

10-14-24

Recommending Approval:

MARIO LILIO P. VALENZONA

Dean/Director

10-14-24

Approved:

DANIEL LESLIE S. TAN

Vice President

01-27-25

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

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V0 11-12-2021

No. 2024-32

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marvin M. Lao, of the Motor Pool Services/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 July to December, 2023.


MARVIN M. LAO
 ADM. AIDE IV 10-11-24

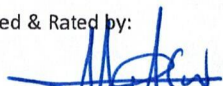

 Approved: **MARLON G. BURLAS**
 Head, Motor Pool Services 10-14-24

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Administration and Support Services									
Motor Pool MFO 1. Administrative and Facilitative Services									
	PI 1: Number of standard government forms preparation	MPSU Alternate dDRC, Consolidating Fuel Consumption every VSU Vehicles, Preparation of MSPU Staff's Generated DTR, Application for Leave, Pass Slip, Payroll for Job Order Personnel, Travel Order Form, Daily Time Record for Job Order Personnel.	1500	1500	5	4	5	4.67	Motor Pool Services Office
	PI 2: Receiving, recording & processing of administrative documents coming in & out of Motor Pool	. Received and Task for Signature for Approval of Trip Ticket, Job Requests & Physical Plant Service Request Form and record at System. . Record or control some PPO ISO Forms	800	830	4	5	5	4.67	Motor Pool Services Office Admin. Building & Dept. Concerns

	PI 3: Documents filling	.Sorting/consolidating & filling of documents	700	750	5	5	4	4.67	Motor Pool Services Office
Motor Pool MFO 2. Frontline Services									
	P2 1: Efficient and costumer-friendly frontline services	. Zero percent compliant from clients served	90%	100%	5	5	4	4.67	Motor Pool Services Office
Motor Pool MFO 3. Office Cleaning									
	P3 1: No. of Office Cleaned	. Cleaning of Motor Pool Office	1	1	4	4	5	4.33	Motor Pool Office
Total Over all rating								23.01	

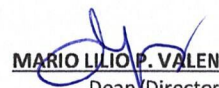
	Total Over-all Rating	23.01
	Average Rating	4.60
	Adjectival Rating	

Evaluated & Rated by:


MARLON G. BURLAS
 Dept/Unit Head

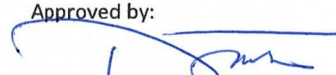
Date: 10-14-24

Recommending Approval:


MARIO LILIO P. VALENZONA
 Dean/Director

Date: 10-14-24

Approved by:


DANIEL LESLIE S. TAN
 Vice President

Date: 1-27-25

Comments & Recommendations for Development Purpose:

DOCUMENTS CONTROL
 AND RECORD KEEPING

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 2023

Name of Staff: MARVIN M. LAO

Position: ADMINISTRATIVE AIDE IV

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

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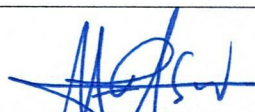
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No. 2024-33

Total Score					53
B. Leadership & Management (For supervisors only to be rated by higher supervisor)					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 : _____


MARLONG G. BURLAS
 Printed Name and Signature
 Head, MPSU 10-14-24

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARVIN M. LAO
Performance Rating: July – December 2023

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: July 3, 2023 Target Date: September 29, 2023

First Step:

Orientation on safe and unsafe condition

Result:

Application at workplace

Date: October 6, 2023 Target Date: December 28, 2023

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 10-14-24

Conforme:

MARVIN M. LAO

Name of Ratee Staff 10-11-24