## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.42	70%	3.09
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.39
	TO	TAL NUMERICAL RATING	4.48
TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:		4.48	
ADJECTIVAL RATING:	Very Satisfa	actory	
Prepared by:	Reviewe	ed by:	
EDITHALF. DARGANTES  Name of Staff		MARLON	S BURLAS /Office Head
Recommending Approval:	OA. PATINDOL	Department	onice ricua

Approved:

## Visayas State University HEAVY EQUIPMENT & LIGHT VEHICLE MAINTENANCE UNIT

Visca, Baybay City, Leyte

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, Roger T. Muana, 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, 2017.

ROGER T. MUANA

MARLON G. BURLAS Head, HELVMU

Date:

	Remark			. Bus 36 & 37; Rosa Bus 01 & 02; Mit. L-200; Toyota Hi-Ace; Toyota Land Cruiser White, Yellow; Supply Truck; Mt. Strada; LSWMU			
	Average			2.00			
Rating	Timeliness			2			
R	Efficiency			ro ·			
	Quality			ro,			
	Actual Accomplishment			=			
	Target			01			
	Task Assigned				& servicing; clutch and brake system repair a servicing; clutch and brake system general repair; engine dismantle & under chassis repair; engine servicing, steering gear box overhaul; brake clutch and under chassis servicing; engine change oil, tune-up, cleaning of fuel lines, underchasiss servicing; change oil (transmission, differential); injection pump servicing, cleaning of fuel hoses		
							1.00%
	Success Indicator (SI)	upport Services	UMFO 6. General Administration and Support Services HELVMU MFO 1. Repair of heavy and light vehicles	pport Services ght vehicles	nder chassis repair &		
	MFO Descrip- tion	stration and S		PI 1: No. of U			
	MFO No.	UMFO 6. General Adminis	HELVMU MFO 1. Repair	0=3 1=4.8 >2=5.0 PI 1: No. of Under chassis repair & servicing			

1.5 - 2.0 = 4.8						1			00000
	P1 2: No. of engine tune-up, electrical repair & servicing	Engine tune-up transmission servicing; adjust belt (fan. Power steering, aircon); engine tune up; cleaning/replace oil, fuel strainer, air cleaner element, installation of radiator; repair & check-up engine oil leaking; check-up & cleaning of newly purchase surplus engine; fixing water leaking of cooling system, fuel line; overhaul carburator, injector nozzle, replace gasket	0	=	Ŋ	4	4	Mit. Lan True	. Bus 36 & 37; Kosa Bus 01 & 02; Mit L-200, Toyota Hi-Ace; Toyota Land Cruiser White, Yellow, Supply Truck; Mt. Strada; LSWMU
	P1 3: No. of Transmission/Differential repair	Transmission & differential check-up & servicing; fixing all Biodiesel Vehicles; engine repair and underchassis	2	8	2	4	4	. Tc	. Toyota Land Cruiser Yellow;Rosa Bus 1 & 2; Biodiesel Vehicle
<b>IELVMU MFO 2. Open</b>	HELVMU MFO 2. Operation and maintenance of vehicles								
	P2 1: No. of vehicles & farm equipment maintained	. All heavy equipments, monthly check-up repair/servicing	12	12	2	4	3.4.	4.00 Dur	. Tractors (3); Buses (2); Jeep (3); Dump Truck (2)
Total Over-all Rating							17	17.67	
Australia Doking					0.00	0.00 0.00 0.00		4.42	
Adiodinal Dating						Very Satisfactory	sfactory		

Received by:

TERESITA L. QUIÑANOLA

PRPEO

Calibrated by:

REMBERTO A PATINDOL Chairman, PMT

Date:

REMBERTOA. PATINDOL Recommending Approval:

Approved:

(L.S. EDGARDO E. TULIN

\*\* President

Vice Pres. for Admin. & Finance

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December, 2017

Name of Staff: Roger T. Muaña

Position: HEO I

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	cale	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	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	VI		,	1.16	,
	Leadership & Management (For supervisors only to be rated by higher supervisor)			Sca	le	
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			
Overall recommendation			and the second

MARLON G. BURLAS Name of Head