



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

**Annex P**

Name of Administrative Staff: ARNIEL S. CORTEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.16	70%	2.91
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.26</b>

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

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

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

FINAL NUMERICAL RATING

4.26

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

**Vision:**

A globally competitive university for science, technology, and environmental conservation.

**Mission:**

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**ARNIES S. CORTEZ**  
HEO II


[illegible]

	P3 1: No. of vehicle, equipment maintained	. Greasing, Trouble shooting, servicing, oiling & washing	4	4	4	4	4	4.00	. Backhoe . Payloader 2 Units . Dump Truck
<b>Motor Pool MFO 4. Ground Maintenance</b>									
	P4 1: No. of surrounding cleaned & maintained	. Cleaning of Motor Pool surrounding	1	1	3	4	4	3.66	. Motor Pool Surroundings
<b>Total Over-all Rating</b>								16.65	

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.16</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		<b>VERY SATISFACTORY</b>


- **Comments & Recommendations for Development Purpose:**

DEFENSIVE DRIVING  
SKILLS TRAINING

  
**MARLON G. BURLAS**

Dept/Unit Head

Date: 07-21-2023

  
**MARIO LILIO P. VALENZONA**

Dean/Director

Date: 07-24-2023

  
**DANIEL LESLIE S. TAN**

Vice President

Date: 07-27-2023

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average





## Instrument for Performance Effectiveness of Administrative Staff

 Rating Period: JANUARY – JUNE 2023

 Name of Staff: ARNIEL S. CORTEZ

 Position: HEO 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

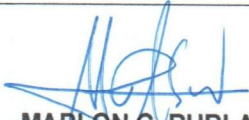
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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		54				

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B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )		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

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V0 11-12-2021

No. 2024-45



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARNIEL S. CORTEZ

Performance Rating: January – June 2023

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: January 3, 2023

Target Date: March 31, 2023

First Step:

Orientation on safe and unsafe condition

Result:

Safe heavy equipment operations

Date: April 7, 2023

Target Date: June 30, 2023

Next Step:


Materials handling and storage

Outcome: Orderliness at respective equipment

Final Step/Recommendation:

Awareness on safety and tidiness

Prepared by:

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

Conforme:

  
**ARNIEL S. CORTEZ**  
Name of Ratee Staff