

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Remegio M. Sanico

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.48	30%	1.34
TOTAL NUMERICAL RATING			4.37

TOTAL NUMERICAL RATING: 4.37
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

EDITHA F. DARGANTES
Name of Staff

Reviewed by:

MARLON G. BURLAS
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

Visayas State University
HEAVY EQUIPMENT & LIGHT VEHICLE MAINTENANCE UNIT
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, Remegio M. Sanico, 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, 2017.


REMEGIO M. SANICO
Adm. Asst. V


MARLON G. BURLAS
Head, HELVMU

Date: _____

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services										
HELVMU MFO 1. Administrative and Facilitative Services										
0 = 3 1 = 4.8 >2 = 5.0	PI 1: No. of office documents prepared/served/managed	1.00%	Monitoring/management office work & services	1,220	1,223	5	5	5	5.00	Office/Clerical Work
1.5 - 2.0 = 4.8	PI 2: No. of motor spare parts, lubricants & waste materials inspected	1.00%	Inspection of vehicles spare parts, waste materials, fuel and lubricants	750	990	5	5	5	5.00	Office/Department concern
	PI 3: No. of vouchers, payrolls, PR's, RIS	1.00%	Signing of vouchers, RIS, PR's & Job request Preparation of program of work & accomplishment reports	689	718	5	5	5	5.00	Personnel & office operation
	P1 4: No. of doors & windows opened daily		Monitoring of daily maintenance	30	30	5	4	4	4.33	HELVMU Office, tools, stock room & working area

	P1 5: No. of rooms, buildings cleaned & maintained daily		10	20	5	5	5	5.00	Motorpool, comfort rooms, garage, stockroom & tool rooms
HELVMU MFO 2. Ground Improvement (New Construction, etc.)									
	P2 1: No. of areas filled up, scraped, cleaned & improved	Preparation of RIS for fuel & lubricants Daily inspection of on-going projects Preparation of monthly projects accomplishment report	8	9	5	5	5	5.00	HELVMU Garage, Climate Change Building(Pomology); Power Generator Building(Infirmary); COA Building; Lago-lago river (Pasture area); Gymnasium
	P2 2: No. of Perimeter Fence constructed		2	2	5	5	5	5.00	VSUPerimeter Fence
HELVMU MFO 3. Ground Maintenance									
	P3 1: No. of areas maintained	Preparation of PR's for supply & materials	5	5	5	5	5	5.00	Ovals (Upper & Lower), F & G show; Highway Perimeter Fence & its borders; GSD surroundings & beach area
	P3 2: Number of perimeter fence and gates fabricated & maintained	Preparation of RIS for fuel & lubricants	5	5	5	5	5	5.00	GSD, VSU Highway Per. Fence; F & G show area; VSU Beach Garden Resort & Guard Posts 1 & 2; Nangkla & Mabolo Drive
	P3 3: No. of irrigation & drainage canals maintained	Daily Inspection of on-going projects Scheduling of work assignments	6	6	5	5	5	5.00	Nangkla & Mabolo drives; Calbiga-a & Pangasugan experimental areas; Beach & Highway areas
HELVMU MFO 4. Land Preparation (Research Related)									
	P4 1: No. of experimental areas prepared based on job requests	Preparation of RIS & PR's of fuel, lubricants & spare parts	7	8	5	5	5	5.00	Philrootcrops, NCRC, DOH, DASS, PCC, DPBG, DAS, FARM, NARC
	P4 2: No. of hauling trips based on job requests	Scheduling of job requests for operation Computation of area & no. of trips for billing Assignment of schedule to operators	4	5	5	5	4	4.67	Research centers & different departments
HELVMU MFO 5. Repair of Heavy & Lights Vehicles									
	P5 1. No. of car bodies/accessories repaired/fabricated	Preparation of PR's for supplies & materials	3	3	4.5	4.5	4.5	4.50	Isuzu Elf 250, Bus 36, L-300

	P5 2. No. of underchassis repaired & serviced		Assignment of schedule to welders and mechanics daily	100	112	5	5	5	5.00	Heavy and Light Vehicles repaired and maintained: Light Vehicles (13 units); Trucks & Buses (10 units); Heavy and Farm Equipment (13 units)
	P5 3. No. of engines tune-up & serviced		Inspection & supervision of on-going projects daily	70	80	5	5	5	5.00	These include other departments vehicles/equipment repaired & serviced by HELVMU
	P5 4. No. of transmission & differentials repaired		Listing of spare parts for procurement	6	6	5	5	5	5.00	
	P5 5. No. of engines overhauled & changed		Preparation of program & project cost estimate	5	9	5	5	4	4.67	
	P5 6. No. of motor rewinding & electrical repairs done		Scheduling of job requests	130	135	5	5	5	5.00	Heavy and Light Vehicles repaired and maintained: Light Vehicles (13 units); Trucks & Buses (10 units); Heavy and Farm Equipment (13 units)
	P5 7. No. of spare parts machined & fabricated			68	80	5	5	5	5.00	These include other departments vehicles/equipment repaired & serviced by HELVMU
	P5 8. No. of vehicles & equipment repainted			15	18	5	5	4	4.67	Dump Truck; Trailers (3)
	P5 9. No. of tires changed & vulcanized			370	378	5	5	4	4.67	Based on job requests All GSD Vehicles & farm equipment
	P5 10. No. of steering wheels (power & manual), hydraulic pumps repaired			10	10	5	4	4	4.33	Bus 36; Fire Truck, Bakchoe, Jeep(2) Tractor (2); Dump Truck (2) L-200
	P5 11. No. of shop services done based on job requests			50	70	5	5	4	4.67	Dept Concern

HELVMU MFO 6. Operation & Maintenance

P6 2. No. of vehicles & farm equipment maintained	Scheduling of monthly servicing Preparation of PR's for spare parts ; tires & batteries Preparation of RIS for lubricants & fuel Assignment of mechanics/welders for periodic maintenance	36	36	5	5	5	5.00	Light Vehicles (13 units), Trucks & Buses (10 units), Heavy & Farm equipment (13 units), (These include other departments vehicles/equipment repaired & serviced by HELVIMU)
Total Over-all Rating							116.50	
Average Rating				0.00	0.00	0.00	4.48	
Adjectival Rating				Very Satisfactory				

Received by:

TERESITA L. QUIÑANOLA

PRPEO

Date: _____

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL

Vice Pres. for Admin. & Finance

Date: _____

Approved:

EDGARDO E. TULIN

President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June , 2017Name of Staff: **Remegio M. Sanico**

Position: Adm. Asst. 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		✓2				
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 : _____


MARLON G. BURLAS
Name of Head