

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Vugie C. Melipon

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.17	70%	2.91
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.16	30%	0.94
TOTAL NUMERICAL RATING			3.85

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3.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

3.85

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:

EDITHA F. DARGANTES

Name of Staff

REMEGIO M. SANICO

Department/Office Head

Recommending Approval:

Chairman, PMT

Approved:

EDGARDO E. TULIN
President

Visca, Baybay City, Leyte

I, Vergite Meliton, 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, 2016.

Date: _____

Date: _____

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services											
HELV MU MFO 1. Repair of heavy and light vehicles											

0 = 3 1 = 4.8 >2 = 5.0	PI 1: No. of Body repair & fabrication (Metal & Steel Works)	1.00%	. Fabrication & machining -center link gear, spring pin bushing, pedal bushing & spacer, hub cup, bolts, G.I. nipple, center bearing & spacer, bushing remover, axle bolt & center washer, alternator, swivel gear, adjuster brake bolts, pin washer, drum bolt spacer, engine cover & bolt, steering shaft . Build-up; threading & machining center link adjuster pins, center link adjuster blade, adaptor of brake master & push rod of master cylinder cup, shock absorber pins & washer, welding pulley hydraulic & water pump, alternator shaft, vacuum pump, rim, center bolt bearing, suspension pin, shaft & spring pin, plastic spring bushing, tie rod bar, nuts & machining spindle nut, transmission ply, dplanetary drive gear Drilling; revitting & mounting- brake shoe lining, spring sheet alternator shaft, brake lining, rim, hub absorber, pin rubber bushing 16 pcs. . Reface brake drum . Aligning & machining propeller shaft . Homing & mounting of wheel cylinder, connecting rod bushing	15	17	5	5	5	5.00	. Ford Tractor . Bus 36 . FARMI Jeep . Fire Truck . Isuzu Elf . Plumber . Kia Combi . Dump Truck . Hilux . Garbage Truck . Strada . Backhoe . L-200 . Hi-Ace White . Bus 37 . Payloader . Rosa Bus
1.5 - 2.0 = 4.8										
HELV MU MFO 2. Ground Maintenance										
	P2 1: No. of grounds maintained		. Cleaning of motorpool surrounding	1	1	4	4	2	3.33	. Motorpool surrounding
Overall Over-all Rating									8.33	
Average Rating						0.00	0.00	0.00	4.17	
Adjectival Rating						Very Satisfactory				

Received by:

Planning Officer

Date: _____

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL

Vice Pres. for Admin. & Finance

Date: _____

Approved:

EDGARDO E. TULIN, Ph.D.

President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June , 2016Name of Staff: Vergile C. Meliton Position: Machinist II

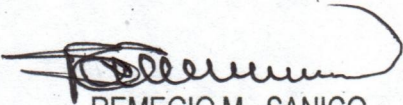
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		21				
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 : _____


REMEGIO M . SANICO
Name of Head