

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Aniel R. Armada

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.16	30%	1.25
TOTAL NUMERICAL RATING			4.69

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4.69

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.69

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:

EDITHA F. DARGANTES

Name of Staff

REMIGIO M. SANICO

Department/Office Head

Recommending Approval:

Chairman, PMT

Approved:

EDGARDO E. TULIN

President

Visca, Baybay City, Leyte

I, Amiel R. Armada, 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.

Adm. Aide VI

Date: \_\_\_\_\_

Head, HELVMU

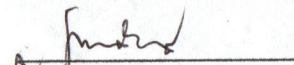
Date: \_\_\_\_\_

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

0 = 3    1 = 4.8    >2 = 5.0	PI 1: No. of Under chassis repair & servicing	1.00%	<ul style="list-style-type: none"> <li>. Pull-out &amp; installation of steering gear box; pull-out leafspring front right-replace secondary; pull-out/installation fuel tank</li> <li>. Installation power steering pump and fabricate bracket &amp; hoses</li> <li>Fabricate steering gear box frame; fabricate front bumper grill; fabricate timing bar</li> <li>. Exchange steering gear box bus 36 &amp; 37</li> <li>. Check/fix side mirror; check up engine vibration; fix all door glass lock; check 4 wheels brake system; check clutch system</li> <li>. Replace upper arm assy.; replace tie rod end; replace lower arm ball joint; replace engine support; replace stabilizer bar bushing; replace primary &amp; secondary clutch repair kit; replace all wheel cylinder rubber cup; replace shifting linkages; repair 4 wheels hub bearing; replace tire; replace leaf spring bushing, frt/rr bushing; replace shock absorber assy.; replace power steering pump o-ring</li> <li>. Remove &amp; re-install radiator assy.</li> <li>Conduct practical exam driver new applicant</li> </ul>	10	13	5	5	5	5.00	<ul style="list-style-type: none"> <li>. Bus 36 &amp; 37; Hilux; hi-Ace; Rosa Bus 01; L-200 (DPBG); Rosa Bus 02; County Bus Tolosa; Strada; Land Cruiser; L-300 Biodiesel; I-200 Bidani; Foton</li> </ul>
1.5 - 2.0 = 4.8										
	P1 2: No. of engine tune-up; Electrical repair & servicing		<ul style="list-style-type: none"> <li>. Engine tune-up/adjust valve clearance</li> <li>. Change oil/filter; change gear oil transmission &amp; differential</li> <li>Replace fuel filter/clean injection pump strainer</li> <li>. Installation of light &amp; car accessories</li> <li>. Check radiator fan motor &amp; electrical system</li> <li>. Installation park light of all pressure monitor</li> <li>. Adjust alternator / A/C; P/S Belt</li> </ul>	13	16	5	5	5	5.00	<ul style="list-style-type: none"> <li>. L-200 (2)</li> <li>. Land Cruiser</li> <li>. Hilux (2)</li> <li>. Hi-Ace</li> <li>Adventure (3)</li> <li>. Strada(2)</li> <li>. Ambulance</li> <li>. Rosa Bus 1 &amp; 2</li> <li>. Bus 36 &amp; 37</li> </ul>
	P1 3: No. of Engine overhauling/changing		<ul style="list-style-type: none"> <li>. Overhaul transmission</li> <li>Engine general overhaul</li> </ul>	1	1	5	5	5	5.00	<ul style="list-style-type: none"> <li>. Rosa 1; hi-Ace Tolosa</li> </ul>

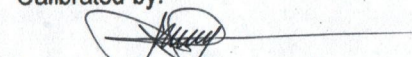
	P1 4: No. of trips served		. 2nd Organic Workshop PSMO Team Building Cebu . Rootchrops OXFAM-Campus Conduct & fetch guest & participant -Inopacan Leyte . Graduate/Parent Campus Tour . Purchase spare parts - Baybay . Batac Ilocos Norte . Bicol Legaspi City . GSD/HELMU Team Building	8	9	5	5	5	5.00	. Rosa Bus 1& 2; Bus 36; Hi-Ace
HELMU MFO 2. Operation and maintenance of vehicles										
	P2 1: No. of vehicles & farm equipment maintained		. . Monthly servicing	4	5	5	4.8	4	4.60	Tractors, Buses
Total Over-all Rating									24.60	
Average Rating						0.00	0.00	0.00	4.92	
Adjectival Rating						Outstanding				

Received by:

  
 Planning Officer

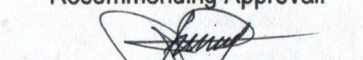
Date: \_\_\_\_\_

Calibrated by:

  
**REMBERTO M. PATINDOL**  
 Chairman, PMT

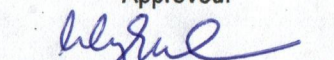
Date: \_\_\_\_\_

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: Amiel R. Amador Position: Adm. Aide VI

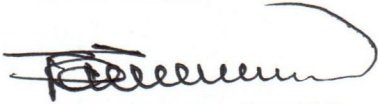
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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		4.16				
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