



OFFICE OF THE DIRECTOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041 (local) Email: www.ppo.vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ARGIE P. SINGSON

	Particulars (1)				
1.	Numerical Rating per IPCR	4.33	70%	3.031	
towa	Supervisor/Head's essment of his contribution ards attainment of office emplishments	4.5	30%	1.35	
		TOTAL NU	MERICAL RATING	4.381	

TOTAL	NUMERICAL	RATING:

4.381

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

4.381

FINAL NUMERICAL RATING

4.381

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:

ARGIE P. SINGSON

MARIO LILIO VALENZONA Department/Office Head

Recommending Approval:

MARIO LILO VALENZONA Dean/Director

Approved:

DANIEL LESLIE S. TAN
Vice President

Vision:

A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge

FM-HRM-27 V0 11-12-2021

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No. 2023-14

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ARGIE P. SINGSON</u> of the <u>Building Housing and Maintenance Unit</u> under the <u>PHYSICAL PLANT OFFICE</u> commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: <u>JULY - DECEMBER 2022</u>

Approved:

ARGIE P. SINGSON Ratee MARIO LILIO VALENZONA
Director, PPO

MFO & Performance Indicators	Program/Activities/Projects	Tasks Assigned	TARCET	Actual			Rating			
WIFO & Performance indicators	Program/Activities/Projects Tas	Tasks Assigned	TARGET	Accomplishm ent	Q ¹	E ²	T ³	A ⁴	Remarks	
	PI 1.1 No. of water distribution systems in new and renovated/implemented academic and research	Repairs water distribution system in VSU main Campus	2	2	5	4	4	4.33		
MFO1-Water distribution	PI 1.2 No. of water distribution systems in new and renovated/implemented administrative buildings		1	1	5	4	4	4.33	and the second s	
systems for new and major repairs/ renovations	PI 1.3 No. of water distribution systems in new and renovated/implemented IGP buildings and structures		1	1	1	5	4	4	4.33	
	PI 1.4 No. of water distribution systems in new and repovated Student/ \$taff Housing units		2	2	5	4	4	4.33		
	PI 2.1 No. of plumbing systems improvements/repairs inside academic and research buildings	Repairs water distribution system in	20	20	5	4	4	4.33	- A	
MFO 2 Plumbing systems improvement and maintenance	PI 2.2 No. of plumbing systems improvements/repairs inside administrative buildings	VSU main Campus	25	25	5	4	4	4.33	· ·	
inside buildings	PI 2.3 No. of plumbing systems improvements/repairs inside IGP buildings and structures			10	10	5	4	4	4.33	A
	PI 2.4 No. of plumbing systems improvements inside Student/staff housing units		10	10	5	4	4	4.33	1	
MFO3, Water distribution systems repair and maintenance outside buildings	PI 3.1 No. of water distribution lines repaired		10	10	5	4	4	4.33	n terminal generative like termina nemenalasi	
Total Over-all Rating								38.99		

Average Rating (Total Over-all rating divided by 4)	4.33	Comments & Recommendations			
Additional Points:		for Development Purpose:			
Punctuality:					
Approved Additional point (with copy of approval)		Basic Occupational safety and health			
FINAL RATING	4.33				
ADJECTIVAL RATING	vs				

Evaluate & Rated by:

Recommending Approval:

Approved by:

MARIO LINO VARENZONA

Supervisor

Date:_____

2-Efficiency

3-Timeliness

4-Average

Director PPO

Date

DANIEL LESLIE S. TAN
VP. For Adm. Finance

Date:





PHYSICAL PLANT

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2022

Name of Staff: Argie P. Singson

Position: Plumbing Foreman

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			

DESA BROWN PACOSIS	Total Score	5	4			Navigue Ross	
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		
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	in the second se	
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	Andrew Contraction of the residence of the residence of the section of the sectio	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	The state of the s	
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		
	Total Score		karrana a	lemon meneral	lener menne		
	Average Score	4	5	34400007-0-41-0-1-10 B	Berry	BOOK OF	

Overall recommendation	

MARIO LILIO VALENZONA
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Argie P. Singson	
Performance Rating:	
Aim: Effective & Efficient delivery of service	e <u> </u>
Proposed Interventions to Improve Performance	×
Date: July 2022	Target Date: December 2022
First Step:	
Adjustment of work approached based on the A	greed terms/ norms of the unit.
D 14	
Result: Understanding and responding to the con-	ncern's of others
Date: October 2022 Target	Date:December 2022
Next Step:	
Understanding the mandate of the unit.	
Outcome: Contributions to work outputs of the	unit
Final Step/Recommendation:	
Positive Communication and interact	tion between colleagues
Prepare	ed by:
	MARIO LILIO VALENZONA Supervisor
Conforme:	
ARGIE P. SINGSON	
Name of Ratee Faculty/Staf	f