

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	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING:

4.82

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.82

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

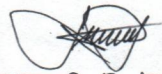
EDITHA F. DARGANTES

Name of Staff

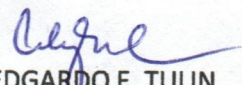
MARIO LILIO P. VALENZONA

Department/Office Head

Recommending Approval:


 REMBERTO A. PATINDOLA
 Chairman, PMT

Approved:

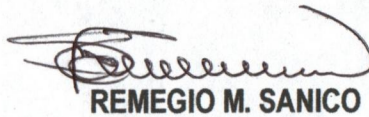

 EDGARDO E. TULIN
 President

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 July to December, 2016.


REMEGIO M. SANICO

Head, HELVMU

Date: _____


MARIO LILIO P. VALENZONA

OIC Director GSD

Date: _____

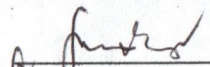
MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services											
HELVMU MFO 1. Administrative and Facilitative Services											
0 = 3 1 = 4.8 >2 = 5.0	PI 1: No. of office documents prepared/served/managed	1.00%		. Monitoring/management office work & services	1,546	1,598	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	740	750	5	5	5	5.00	. Office/Department concern
	PI 3: No. of vouchers, payrolls, PR's, RIS, & APP prepared	1.00%		. Signing of vouchers, DTR's, RIS, PR's & Job request Preparation of program of work & accomplishment reports	700	705	5	5	5	5.00	. Personnel & office operation
	P1 4: No. of doors & windows opened daily			. Monitoring of daily maintenance	30	30	5	5	4	4.67	. HELVMU Office, tools, stock room & working area

	P1 5: No. of rooms, buildings cleaned & maintained daily			10	10	5	5	5	5.00	. Motorpool, comfort rooms, garage, stockroom & tool rooms
	P1 6: No. of meetings & workshop attended		. Preparation of trip tickets/assignment of vehicles . Preparation of OPCR/IPCR	20	25	5	5	4	4.67	. Transportation Committee Unit Head, HELVMU
	P1 7: No. of rooms repaired & maintain		. Repair & painting of rooms	2	2	5	5	5	5.00	. Stockroom (2) HELVMU Office
HELVMU MFO 2. Ground Improvement (New Construction, etc.)										
	P2 1: No. of areas filled up, scraped, cleared & improved		. Preparation of RIS for fuel & lubricants . Daily inspection of on-going projects Preparation of monthly projects evaluation & accomplishment report	10	11	5	5	5	5.00	. Dept. of Geodetic Engineering area . Flower & Garden Show area . Food Park area Garbage dumpsite area . VSU Mall CCE area Guest House area Apartelle area . President's Cottage area Admin. Bldg. area Visca Staff Housing
	P2 2: No. of Perimeter Fence constructed		. Construction of Perimeter fence	1	4	5	5	5	5.00	. VSU Perimeter Fence
HELVMU MFO 3. Ground Maintenance										
	P3 1: No. of areas maintained		. Preparation of PR's for supply & materials	5	7	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	6	5	5	5	5.00	. GSD, VSU Highway Per. Fence; F & G show area; Guard Posts 1 & 2; Nangka & 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	. Nangka & 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	10	5	5	5	5.00	. Philrootcrops, NCRC, DOH, DASS, PCC, DPBG, DAS, FARM

	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	230	245	5	5	5	5.00	. Research centers & different departments
HELV MU MFO 5. Repair of Heavy & Lights Vehicles										
	P5 1. No. of car bodies/accessories repaired/fabricated		. Preparation of PR's for supplies & materials	10	15	5	5	4	4.67	. Supply Truck; Bus 37; Strada; payloader; Hilux; Tractor; Land Cruiser; Combi; Backhoe; PCC Truck; Bio-diesel; Ambulance; HSP; isuzu Elf-350; Foton; Chevrolet; L-300
	P5 2. No. of underchassis repaired & serviced		. Assignment of schedule to welders and mechanics daily	100	100	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	70	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	10	5	5	5	5.00	
	P5 5. No. of engines overhauled & changed		. Preparation of program & project cost estimate	5	5	5	5	5	5.00	
	P5 6. No. of motor rewinding & electrical repairs done		. Scheduling of job requests	36	40	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			60	65	5	5	5	5.00	. These include other departments vehicles/equipment repaired & serviced by HELVMU
	P5 8. No. of vehicles & equipment repainted			4	5	5	5	5	5.00	. Kia Combi; PCC; Supply Truck; Jeep; SUV(2);
	P5 9. No. of tires changed & vulcanized			355	361	5	5	5	5.00	. 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; Backhoe, Jeep (2); Tractor (2) Dump Truck(2); L-200


	P5 11. No. of shop services done based on job requests			40	45	5	5	5	5.00	Job Requests/Job Order
HELVMU MFO 6. Operation & Maintenance										
	P6 1. No. of trips served based on approved trip tickets		. Scheduling of vehicles assigned . Assignment of schedules to drivers	1300		5	5	4	4.67	. GSD assigned vehicles including other department
	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 HELVMU)
Total Over-all Rating									133.00	
Average Rating						0.00	0.00	0.00	4.93	
Adjectival Rating						Outstanding				

Received by:


Planning Officer


Date: _____

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

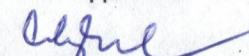
Date: _____

Recommending Approval:


REMBERTO A. PATINDOL Ph.D.
Vice Pres. for Admin. & Finance

Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.
President

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December , 2016Name 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						
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	4.58				
Average Score					

Overall recommendation : _____

MARIO LILIO P. VALENZONA
Name of Head