

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: GASPAR S. ARPOCEPLE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.66	70%	3.262
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4	30%	1.2
TOTAL NUMERICAL			4.462

TOTAL NUMERICAL RATING: 4.462

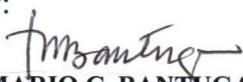
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.462

ADJECTIVAL RATING: VS


Prepared by:


MARIO C. BANTUGAN
 Name of Staff

Reviewed by:


MARIO LILIO VALENZONA
 Department/Office Head

Recommending Approval:


 Chairman, PMT

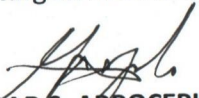
Approved:



EDGARDO E. TULIN
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GASPAR S. ARPOCEPLE** of the **WATER AND SEWERAGE SYSTEM MAINTAINANCE UNIT** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **January to June 2016**

Approved:


GASPAR S. ARPOCEPLE
Ratee


ARMANDO P. ALBARICO
Head, WSSMU

MFO & Performance Indicators	Program/Activities/Projects	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1-Water distribution systems for new and major repairs/ renovations	PI 1.1 No. of water distribution systems in new and renovated/implemented academic and research buildings	Repairs water distribution system in VSU main Campus	2	3	5	5	4	4.666667	
	PI 1.2 No. of water distribution systems in new and renovated/implemented administrative buildings		1	2	5	5	4	4.666667	
	PI 1.3 No. of water distribution systems in new and renovated/implemented IGP buildings and structures		1	2	5	5	4	4.666667	
	PI 1.4 No. of water distribution systems in new and renovated Student/ Staff Housing units		2	3	5	5	4	4.666667	
MFO 2 Plumbing systems improvement and maintenance inside buildings	PI 2.1 No. of plumbing systems improvements/repairs inside academic and research buildings	Repairs water distribution system in VSU main Campus	25	35	5	5	4	4.666667	
	PI 2.2 No. of plumbing systems improvements/repairs inside administrative buildings		30	33	5	5	4	4.666667	
	PI 2.3 No. of plumbing systems improvements/repairs inside IGP buildings and structures		15	20	5	5	4	4.666667	
	PI 2.4 No. of plumbing systems improvements inside Student/staff housing units		15	18	5	5	4	4.666667	

MFO3, Water distribution systems repair and maintenance outside buildings	PI 3.1 No. of water distribution lines repaired		10	15	5	5	4	4.6666667	
Total Over-all Rating								42.00	

Average Rating (Total Over-all rating divided by 4)	4.6666667	Comments & Recommendations for Development Purpose:
Additional Points:		
Punctuality:		
Approved Additional point (with copy of approval)		
FINAL RATING	4.6666667	
ADJECTIVAL RATING		

Received:


Planning Office



Calibrated by:


PMT

Recommending Approval:


REMBERTO A. PATINDOL
Vice President

Approved by:


EDGARDO E. TULIN
President 

Instrument for Performance Effectiveness of Administrative Staff


Rating Period: Jan-June 2016
Name of Staff: Gaspar Arpocepte Position: Adm. Aide 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		48				
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		4				

Overall recommendation :


Name of Head

EMPLOYEE DEVELOPMENT PLANName of Employee: GASPAR S. ARPOCEPLEPerformance Rating: Very Satisfactory

Aim: _____

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: _____ Target Date: _____

First Step:

_____Result:

Date: _____ Target Date: _____

Next Step:

_____Outcome:
_____Final Step/Recommendation:

Prepared by:


MARIO LILIO VALENZONA

Unit Head