## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Charlie Maye Cufamora

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.42	70%	3.09
<ol><li>Supervisor/Head's assessment of his contribution towards attainment of office accomplishments</li></ol>	3.08	30%	0.92
	тот.	AL NUMERICAL RATING	4.01

TOTAL NUMERICAL RATING:	4.01
Add: Additional Approved Points, if any:	
TOTAL NUMERICAL RATING:	4.01
ADJECTIVAL RATING:	Very Sufistactory

Prepared by:

Reviewed by:

ENTHANT. DARGANTE Name of Staff

REMEGIO M. SANICO
Department/Office Head

Recommending Approval:

Chairman, PMT

Approved:

GARDO E. TULIN President

## Visayas State University HEAVY EQUIPMENT & LIGHT VEHICLE MAINTENANCE UNIT

Visca, Baybay City, Leyte

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, Charlie F. Mark Cutamora, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January to June, 2016.</u>

**CHARLIE MARK F. CUTAMORA** 

Adm. Aide III

Date:

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REI	MEG	101	VI. S	ANI	CO

Head, HELVMU

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

	MFO No.  MFO Description  MFO Success Indicator (SI)		SI) Task Assigned Ta					R	ating		
MFO No.					Target	Actual Accom- plishment	Quality	Efficiency	Timeliness	Average	Remark
UMFO 6. General Admini	istration and	Support Services									
HELVMU MFO 1. Opera	tion and main	tenance of vehicle									
9 = 3 1 = 4.8 > 2 = 5.0	PI 1: Number of trips served		1.00%	. Rendered driving services to requesitioner/end- user within the specified period	78	81	5	5	5	5.00	. L-200 DPBG; Isuzu Elf 250; Rosa Bus 01; T Hilux; L-200 Bidani; Ambulance; T Land Cruiser; Strada; Bus 36;
1.5 - 2.0 = 4.8	PI 2: No. of v monitored	vehicles maintenance	1.00%	. Undertakes monitoring of the assigned vehicles	2	3	5	5	5	5.00	. Rosa Bus; L-200 DPBG; L-200 Bidani; T. Land Cruiser; Hilux
	PI 3: No. of vehicles rendered check-up and minor repair		1.00%	. Undertakes check-up & renders minor repair; washing	2	5	5	5	4	4.67	. Rosa Bus; L-200 DPBG; L-200 Bidani;
No.				•							

	P1 4: No. of garage maintained and clean		o. of garage maintained and clean . Undertakes cleanliness of the garage area		1	3	3	3	3.00	. PPO Garage	
							3000				
Total Over-all Rating										17.67	
Average Rating							0.00	0.00	0.00	4.42	
Adjectival Rating							Very S	atisfacto	ory		

Average Rating			0.00   0.00   0.00   4.42
Adjectival Rating			Very Satisfactory
Received by:	Calibrated by:	Recommending Approval:	Approved:
[ moles	PERMOERTO A. PATINUOL	REMBERTO A PATINDOL	EDGARDO E. TULIN, Ph.D.
Parining Officer	Chairman, PMT	Vice Pres. for Admin. & Finance	President
Date:	Date:	Date:	Date:

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June , 2016

Name of Staff: Charlie Mark F. Cutawora Position: Adm. aide 111

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	<b>Descriptive Rating</b>	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	9	
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	2	.08			
B.	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	9	
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

	Average Score					
	Total Score					
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
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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
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

Overall recommendation				

REMEGIO M . SANICO Name of Head