

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Vergite C. Meliton

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	30%	1.14
TOTAL NUMERICAL RATING			4.18

TOTAL NUMERICAL RATING: 4.18

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.18ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Reviewed by:

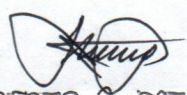

 EDITHA F. DARGANTES

Name of Staff

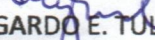

 REMEGIO M. SANICO

Department/Office Head

Recommending Approval:


 REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


 EDGARDO E. TULIN
 President

Visca, Baybay City, Leyte

I, Vergite Meliton, 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.

Date: _____

REMEGIO M. SANICO
Head, HELVMU
Date: _____

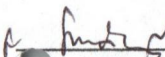
MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services											
HELVMU MFO 1. Repair of heavy and light vehicles											

[illegible]


HELVU MFO 2. Ground Maintenance

	P2 1: No. of grounds maintained		Cleaning of motorpool surrounding	1		4	4	3	3.67	Motorpool surrounding
Total Over-all Rating									8.67	
Average Rating						0.00	0.00	0.00	4.33	
Adjectival Rating						Very Satisfactory				


Received by:


Planning Officer
Date: _____

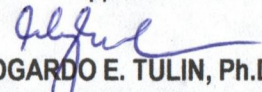
Calibrated by:


REMBERTO A. 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: July – December, 2016Name of Staff: Vergite C. Meliton Position: Machinist II

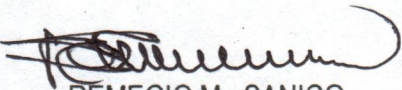
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		3.83				
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