COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name	of	Admi	nistrative	Staff:
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Vergite C. Meliton

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.33	70%	3.03/ 3.03
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	0.80 3.83	30%	1.14
	тот	AL NUMERICAL RATING	4.8 4.18

TOTAL	MULATRICAL	DATING.
IUIAL	NUMERICAL	KATING.

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

Reviewed by:

. DARGANTES

Name of Staff

REMEGIO M. SANICO

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

Visayas State University HEAVY EQUIPMENT & LIGHT VEHICLE MAINTENANCE UNIT

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

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 <u>July to December</u>, 2016.

VERGITE MELITON

Machinist II

Date: ______

Date: _____

							Rating				
MFO No.	MFO Descrip- tion	Success Indicator (SI)		Task Assigned	Target	Actual Accom- plishment	Quality	Efficiency	Timeliness	Average	Remark
MFO 6. General Adm HELVMU MFO 1. Rep											

0 = 3	1 = 4.8	>2 = 5.0	PI 1: No. of Body repair & fabrication (Metal & Steel Works)	1.00%	Repair tie rod end; build-up hanger & pins; threading & machine spring pin; brake shoe; lower conversion; drilling, machining & refacing rim; fabrication, welding; machining i-beam; propeller shaft; radiator hose; fitman arms . Machining; threading spindle nut; fabrication of hub nut; re-threading; hand tapping hub nut; build-up . Fabricate puller of crank shaft pulley; fabricate door hinges bushing . Re-rethreading & hand tapping 12 pcs bolts & hub; fabrication of track shoe bolt; spacer; mounting welding swivel gear; . Fabrication of hinges, pins & plain washer; machine' build-up & threading brake shoe adjuster, transmission bolt & spring pin; cutting, welding, machining propeller shaft . Fabricate racker arm adjusting screw; fabrication of bolts . Fabricate spring pin bushing; machining hub; reface disc brake (back to back) . Fabricate valve guide remover; repair tie rod end . Threading bolts; build-up & machining center link adjuster Fabrication of gate hinges . Welding & machine center post . Fabrication of center post bushing	15	17	5	5	5	5.00	. Supply Truck . Payloader . Combi . Backhoe . PCC Truck . Bus 37 STRADA Hilux Ford tractor WSSMU Biodiesel . Ambulance . HSP GSD Gate . Toyota Land Cruiser (Y) . Isuzu Elf 350 . Lathe Machine
1.5 - 2.0	0 = 4.8											

HELVMU MFO 2. Grou	ınd Maintenance						***************************************	
	P2 1: No. of grounds maintained	. Cleaning of motorpool surrounding	1		4	3	3.67	. Motorpool surrounding
Total Over-all Rating							8.67	
Average Rating				0.0	0.00	0.00	4.33	
Adjectival Rating					Very	Satisfacto	ory	
Received by:	Calibrated by:	_	Recommending Appro	oval:	July	Approved	d:	
nning Officer	REMBERTO A. PATILUDO Chairman, PMT		REMBERTO A. PATIN ice Pres. for Admin. & F		()	O E. TU Presiden	LIN, Ph.D).
Date:	Date:		Date:		Date: _			

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December, 2016

Name 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)		5	Scale	Э	
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)		(Scal	е	
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	
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		
Overall reconfinition dation		

REMEGIO M . SANICO Name of Head