



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: Mario Lilio Valenzona

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.031
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.470	30%	1.341
<b>TOTAL NUMERICAL RATING</b>			<b>4.372</b>

TOTAL NUMERICAL RATING: 4.372

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.372

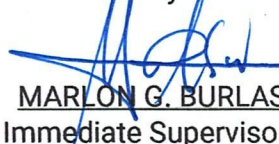
FINAL NUMERICAL RATING 4.372

ADJECTIVAL RATING: Very Satisfactory

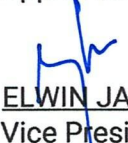
Prepared by:

  
MARIO LILIO VALENZONA  
Name of Staff

Reviewed by:

  
MARLON G. BURLAS  
Immediate Supervisor

Approved:

  
ELWIN JAY V. YU  
Vice President



"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mario Lkilio Valenzona, of the PHYSICAL PLANT OFFICE \_commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: JULY- DECEMBER 2024

Approved:

MARIO LILIO VALENZONA

Ratee

MARLON G. BURLAS

Director, PPO

MFOs/PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PPO MFO1: Infrastructure Development and Maintenance	PI 1, No. of new and major repair/renovation projects implemented within specified time frame	Monitors and supervise the implementation of new and major repair/renovation projects	3	3	5	4	4	4.33	
	*Plans and Sketches	Draft & reviews plans & sketches of the proposed projects and recommends for approval.	3	3	5	4	4	4.33	
	*Cost estimates	Reviews & checks bill of materials & cost estimates	4	4	5	4	4	4.33	
	*Surveys	conditions of proposed	3	5	5	4	4	4.33	
<b>Total Over-all Rating</b>					<b>17.32</b>				
Average Rating (Total Over-all rating divided by (24)				<b>4.33</b>	<b>Comments &amp; Recommendations for Development Purpose:</b>				
Additional Points:									
Punctuality:					Contenue professional developmeny				
Approved Additional point (with copy of approval)									
FINAL RATING				<b>4.33</b>					
ADJECTIVAL RATING				<b>VS</b>					

Evaluate & Rated by:

MARLON G. BURLAS

Supervisor

Date: 2/10/25

1-quality    2-Efficiency    3-Timeliness-    4-Average

Approved by:

ELWIN JAY V. YU

Vice Pres for Adm. & Finance

Date: 2/17/25

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mario Lilio V. Valenzona

Performance Rating: July - December 2024

Aim;

To upgrade knowledge on new Technology that cant be used in the Physical Plant Office

Proposed Interventions to Improve Performance:

Date: July 2024 Target Date: September 2024

First Step: Find relevant training/webinars

Result: Attend training workshops on use of GPS

Attend seminar on hand waste management

Date: August 2024 Target Date: October 2024


Next Step: Attend relevant training/webinar to improve performance in the PPO

Outcome: Improve Technical Skills


Final Step/Recommendation:

Technical Application in the Workplace

Prepared by:

  
MARLON G. BURLAS  
Supervisor

Conforme:

  
MARIO LILIO VALENZONA  
Name of Ratee Faculty/Staff





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July – December 2024

Name of Staff: Mario Lilio Valenzona

Position: SAO


**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		53				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		23				
Average Score		4.470				
Overall recommendation:						

  
**MARLON G. BURLAS**  
 Immediate Supervisor