

SUMMARY OF INDIVIDUAL RATINGS FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: VINCENT PAUL C. ASILOM

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3) (2x3)
1. Numerical Rating per IPCR	70%	4.00	2.80
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	30%	4.66	1.39
TOTAL NUMERICAL RATING	4.19		

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.19

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:

VINCENT PAUL ASILOM
Name of Staff

MARLON C. BURLAS
Head HEL VMU

Recommending Approval:

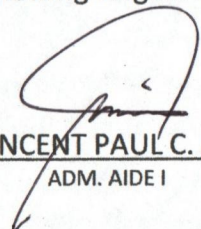
MARIO LILIO P. VALENZONA
Director, GSD

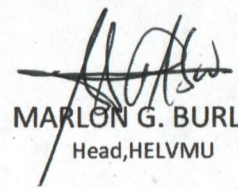
Approved:

REMBERTO A. DATINDOL
VP For Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Vincent Paul C. Asilom, of the HELV MU/GSD commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2019


VINCENT PAUL C. ASILOM
ADM. AIDE I

Approved: 
MARLON G. BURLAS
Head, HELVMU

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Administration and Support Services									
HELV MU MFO 1. Administrative and Facilitative Services									
	PI 1: Number of letter and standard government forms preparation	Preparation of letters, Vouchers, Payrolls, RIS, PR's, Application for leave, PO's, Canvass, Request of Quotation, DTR, Travel Order, Trip Ticket, Waste Material Report, Inspection & Acceptance Report, Liquidation, Itinerary of Travel, Billing Vouchers, Appointment/JO, OPCR, IPCR, APP, PPMP, Annual Accom. Report, Cash Advance.	1,750	1,800	5	5	5	5.00	. HELVMU Office
	PI 2: Receiving, recording & processing of administrative documents coming	. Record job requests to different department . Receiving & Distributing Trip tickets	500	550	5	5	4	4.66	. HELVMU Office

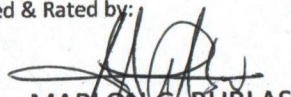
	in & out of HELVMU								
	PI 3: No. of spare parts; materials & lubricants record on stock cards	. Recording on stock cards for withdrawal of spare parts; materials & lubricants	300	330	4	4	3	3.66	. HELVMU Office
	PI 4: Documents filling	.Sorting/consolidating & filling of documents	400	450	3	3	3	3.00	. HELVMU Office
HELVMU MFO 2. Frontline Services									
	P2 1: Efficient and costumer-friendly frontline services	. Zero percent compliant from clients served	90%	100%	5	5	5	5.00	. HELVMU Office
HELVMU MFO 3. Office Cleaning									
	P3 1: No. of CR & Office Cleaned	. Cleaning of CR, Sink, & HELVMU Office	3	3	3	3	3	3.00	.HELVMU Office
Total Over-all Rating								24.32	

Average Rating (Total Over-all rating divided by 4)		4.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Very Satisfactory

**Comments & Recommendations
for Development Purpose:**

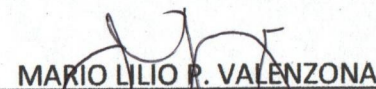
• Training on Basic Occupational
Safety & Health
• Records management

Evaluated & Rated by:


MARLON G. BURLAS
Dept/Unit Head


Date: _____

Recommending Approval:


MARIO LILIO P. VALENZONA
Dean/Director

Date: _____

Approved by:


REMBERTO A. PATINDOL
Vice President

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June, 2019

Name of Staff: Vincent Paul C. Asilom

Position: Adm. Aide I


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		56				
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 : _____


MARLON G. BURLAS
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Vincent Paul C. Asilom
Performance Rating: January – June 2019

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: January 16, 2019 Target Date: March 30, 2019

First Step:

Orientation on safe and unsafe condition

Result:

Application at the workplace

Date: April 17, 2019 Target Date: June 30, 2018

Next Step:

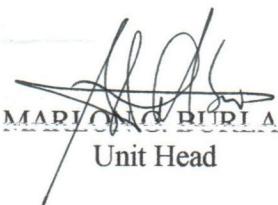
Materials handling and storage

Outcome: Orderliness at workplace

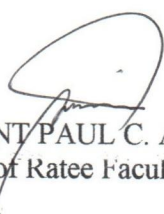
Final Step/Recommendation:

Tidiness and orderliness are being observe

Prepared by:


MARLINA C. RUELAS
Unit Head

Conforme:


VINCENT PAUL C. ASILOM
Name of Ratee Faculty/Staff