COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name o	f A	dmin	istrat	ive	Staff:
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Remegio M. Sanico

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.94	70%	3 X 3.4
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.47	30%	1.34
	TOT	AL NUMERICAL RATING	4.79

TOTAL NUMERICAL	RATING:
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Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.19

ADJECTIVAL RATING:

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Prepared by:

Reviewed by:

EDITHA F DARGANTES

Name of Staff

AARIO LILIO P. VALENZONA Department/Office Head

Recommending Approval:

Chairman, PMT

Approved:

President

Visayas State University HEAVY EQUIPMENT & LIGHT VEHICLE MAINTENANCE UNIT

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, Remegio M. Sanico, 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</u>, 2016.



Date: _____

MARIO LILIO P. VALENZONA
OIC Director, GSD

								R	ating		
MFO No.	MFO Descrip- tion	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	Remark
UMFO 6. General Admini	stration and	Support Services					19				
HELVMU MFO 1. Admin	istrative and	Facilitative Services									
0 = 3 1 = 4.8 > 2 = 5.0	PI 1: No. of office documents prepared/served/managed		1.00%	. Monitoring/management office work & services	1,500	1,568	5	5	5	5.00	. Office/Clerical Work
1.5 - 2.0 = 4.8		motor spare parts, lubricants & te materials inspected	1.00%	. Inspection of vehicles spare parts, waste materials, fuel and lubricants	755	995	5	5	5	5.00	. Office/Department concern
	PI 3: No. of v APP prepare	vouchers, payrolls, PR's, RIS, & d	1.00%	. Signing of vouchers, DTR's, RIS, PR's & Job request Preparation of program of work & accomplishment reports	705	725	5	5	5	5.00	. Personnel & office operation
	P1 4: No. of	doors & windows opened daily		. Monitoring of daily maintenance	30	30	5	5	4	4.67	. HELVMU Office, tools, stock room & working area

	P1 5: No. of rooms, buildings cleaned & maintained daily		10	10	5	5	5	5.00	. Motorpool, comfort rooms, garage, stockroom & tool rooms
	P1 6: No. of meetings & workshop attended	Preparation of trip tickets/assignment of vehicles Preparation of OPCR/IPCR	20	21	5	5	4	4.67	. Transportation Committee Unit Head, HELVMU
	P1 7: No. of rooms repaired & maintain	. Repair & painting of rooms	2	2	5	5	5	5.00	. Stockroom (2) HELVMU Office
HELVMU MFO 2.	Ground Improvement (New Construction, etc.)							1	
	P2 1: No. of areas filled up, scraped, cleared & improved	. Preparation of RIS for fuel & lubricants . Daily inspection of on-going projects Preparation of monthly projects evaluation & accomplishment report	10	11	5	5	5	5.00	. HELVMU Garage; upper & lower ova Garbage area; Swimming Pool (Molave area); Horticulture research area old pag-asa; Corn project (DBS); Nangka area; Farmi decomposting area (road improvement & construction); Old Library area; Dept. f Engineering area
	P2 2: No. of Perimeter Fence constructed	. Construction of Perimeter fence	1	2	5	5	5	5.00	. VSU Perimeter Fence
HELVMU MEO 3.	Ground Maintenance								
71224110 1111 0 0	P3 1: No. of areas maintained	. Preparation of PR's for supply & materials	5	5	5	5	5	5.00	. Ovals (Upper & Lower), F & G show; Highway Perimeter Fence & its borders; GSD surroundings & beach area
	P3 2: Number of perimeter fence and gates fabricated & maintained	. Preparation of RIS for fuel & lubricants	5	12	5	5	5	5.00	. GSD, VSU Highway Per. Fence; I & G show area; Guard Posts 1 & 2 Nangka & Mabolo Drive
	P3 3: No. of irrigation & drainage canals maintained	. Daily Inspection of on-going projects . Scheduling of work assignments	6	6	5	5	5	5.00	. Nangka & Mabolo drives; Calbiga a & Pangasugan experimental areas; Beach & Highway areas
HELVMU MFO 4.	Land Preparation (Research Related)								
	P4 1: No. of experimental areas prepared based on job requests	. Preparation of RIS & PR's of fuel, lubricants & spare parts	7	8	5	5	5	5.00	. Philrootcrops, NCRC, DOH, DASS, PCC, DPBG, DAS, FARMI
	P4 2: No. of hauling trips based on job requests	Scheduling of job requests for operation Computation of area & no. of trips for billing Assignment of schedule to operators	230	240	5	5	5	5.00	. Research centers & different departments

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	P5 1. No. of car bodies/accessories repaired/fabricated	. Preparation of PR's for supplies & materials	10	13	5	5	4	4.67	. Bus 37 & 36; I-300; Chevrolet; Strada; Rosa Bus 1 & 2; Jeep; Hiux; Tractor; Land Cruiser; Hi-Ace; Dump Truck
	P5 2. No. of underchassis repaired & serviced	. Assignment of schedule to welders and mechanics daily	100	112	5	5	5	5.00	. Heavy and Light Vehicles repaired and maintained: Light Vehicles (13 units); Trucks & Buses (10 units); Heavy and Farm Equipment (13 units)
	P5 3. No. of engines tune-up & serviced	. Inspection & supervision of on-going projects daily	70	80	5	5	5	5.00	. These include other departments vehicles/equipment repaired & serviced by HELVMU
	P5 4. No. of transmission & differentials repaired	. Listing of spare parts for procurement	6	6	5	5	5	5.00	
	P5 5. No. of engines overhauled & changed	. Preparation of program & project cost estimate	5	9	5	5	5	5.00	
	P5 6. No. of motor rewinding & electrical repairs done	. Scheduling of job requests	30	36	5	5	5	5.00	. Heavy and Light Vehicles repaired and maintained: Light Vehicles (13 units); Trucks & Buses (10 units); Heavy and Farm Equipment (13 units)
	P5 7. No. of spare parts machined & fabricated		68	80	5	5	5	5.00	. These include other departments vehicles/equipment repaired & serviced by HELVMU
	P5 8. No. of vehicles & equipment repainted		4	5	5	5	5	5.00	. Rosa Bus 02; Jeep; SUV(2); Bus 37
•	P5 9. No. of tires changed & vulcanized		330	336	5	5	5	5.00	Based on job requests All GSD Vehicles & farm equipment
	P5 10. No. of steering wheels (power & manual), hydraulic pumps repaired		10	10	5	4	4	4.33	. Bus 36; Fire Truck; Backhoe, Jeep (2); Tractor (2) Dump Truck(2); L-200
	P5 11. No. of shop services done based on job requests		30	33	5	5	5	5.00	. Job Requests/Job Order
HELVMU MFO	6. Operation & Maintenance							-	
	P6 1. No. of trips served based on approved trip tickets	Scheduling of vehicles assigned Assignment of schedules to drivers	1300	1310	5	5	5	5.00	. GSD assigned vehicles inluding other department

	P6 2. No. of vehicles & farm equipment maintained	. Scheduling of monthly servicing Preparation of PR's for spare parts , tires & batteries . Preparation of RIS for lubricants & fuel . Assignment of mechanics/welders for periodic maintenance		36	5	5	5	5.00	. Light Vehicles (13 units), Trucks & Buses (10 units), Heavy & Farm equipment (13 units), (These include other departments vehicles/equipment repaired & serviced by HELVMU)	
Total Over-all Rating								133.33		
Average Rating			4 - 3	0	0.00	0.00	0.00	4.94		
Adjectival Rating				Oustanding						

ceived by:	Calibrated by:	Recommending Approval:	Approved:
p product	FERMERON DARNOOL	REMBERTO A. PATINDOL Ph.D.	EDGARDO E. TULIN, Ph.D.
Planning 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: Remegio M. Sanico Position: Adm. Assistant V

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	cal	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	(3)	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	0	3	2	1
	Total Score		V4	2		
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	

	Average Score	4.	47			
,	Total Score	23	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	
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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	-
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	

MARIO LILIO P. VALENZONA Name of Head

Overall recommendation				
Overall recommendation				

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