

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Remegio M. Sanico

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.47	30%	1.34
TOTAL NUMERICAL RATING			4.79

TOTAL NUMERICAL RATING:

4.79

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.79

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

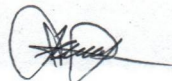
EDITHA F. DARGANTES

Name of Staff

MARIO LILIO P. VALENZONA

Department/Office Head

Recommending Approval:



Chairman, PMT

Approved:

EDGARDO E. TULIN

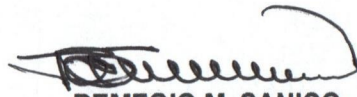
President

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 January to June, 2016.


REMEGIO M. SANICO

Head, HELVMU

Date: _____


MARIO LILIO P. VALENZONA
 OIC Director, GSD

Date: _____

MFO No.	MFO Description	Success Indicator (SI)		Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 6. General Administration and Support Services											
HELVMU MFO 1. Administrative 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	PI 2: No. of motor spare parts, lubricants & waste 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 vouchers, payrolls, PR's, RIS, & APP prepared	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

[illegible]

	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 including 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	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						0.00	0.00	0.00	4.94	
Adjectival Rating						Outstanding				

Received by: _____
 Planning Officer
 Date: _____

Calibrated by: _____
 REMBERTO A. PATINDOL
 Chairman, PMT
 Date: _____

Recommending Approval: _____
 REMBERTO A. PATINDOL Ph.D.
 Vice Pres. for Admin. & Finance
 Date: _____

Approved: _____
 EDGARDO E. TULIN, Ph.D.
 President
 Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June , 2016Name of Staff: Remegio M. Sanico Position: Adm. Assistant V

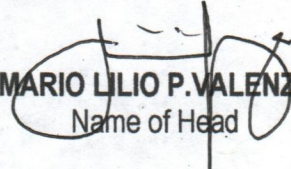
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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)		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		74				
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					22
Average Score					4.47

Overall recommendation : _____


MARIO LILIO P. VALENZONA
 Name of Head