



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

**Annex P**

Name of Administrative Staff: **MARIO LILIO VALENZONA**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.67                    | 70%                      | 3.269                                   |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.76                    | 30%                      | 1.428                                   |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.697</b>                            |

TOTAL NUMERICAL RATING: 4.697

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.697

FINAL NUMERICAL RATING 4.697


ADJECTIVAL RATING: Outstanding

Prepared by:

**MARIO LILIO VALENZONA**

Name of Staff

Approved:

  
**REMBERTO A. PATINDOL**  
Vice President



"Exhibit B"

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **MARIO LILIO 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: **JANUARY-JUNE 2021**

Approved:

**MARIO LILIO VALENZONA**

Ratee

**REMBERTO A. PATINDOL**

Vice President for Adm. & Finance

| 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> |         |
| GSD MFO1: Infrastructure Development and Maintenance | PI 1, No. of new and major repair/renovation projects implemented within spicified time frame                         | Monitors and superv se the implementation of new and major repair/renovation projects             | 90% completion of 2 Admin. Building, 1 Academic & research building and 1 IGP Blg. | 90% completion of 2 Admin. Building, 1 Academic & research building and 1 IGP Blg. | 5              | 5              | 4              | 4.67           |         |
|  | PI 2, No. of regular repair and maintenance of Buildings implemented within spicified time frame                      | Monitors and superv se the implementation of regular repair and maintenance projects.             | 10 repair projects   | 10 repair projects   | 5              | 5              | 4              | 4.67           |         |
| GSD MFO2: Power and Electricity Services Maintenance | PI 1, No. of electrical systems for new and major repair /renovation projects implemented within spicified time frame | Monitors the implementation of electrical works for new and major repair/renovation projects      | 11 projects  | 11 projects  | 5              | 5              | 4              | 4.67           |         |
|  | PI 2, No. of Electrical systems improvement and maintenance inside the building implemented as per schedule           | Monitors the implementation of electrical system improvements and maintenace inside of buildings  | 45   | 45   | 5              | 5              | 4              | 4.67           |         |
|  | PI 3, No. of Electrical distribution systems repair and maintenance implemented outside of buildings as per schedule  | Monitors the implementation of electrical system improvements and maintenace outside of buildings | 106  | 106  | 5              | 5              | 4              | 4.67           |         |
|  | PI 1, No. of Ground improvement for new projects imple nented as per schedule   | Monitors the implementation of ground improvements for new projects                               | 10   | 10   | 5              | 5              | 4              | 4.67           |         |



|  |   |   |     |     |   |   |   |      |  |
|--|---|---|-----|-----|---|---|---|------|--|
| <b>GSD MFO3: Heavy Equipment and Light Vehicle Maintenance</b> | <b>PI 1, No. of Ground improvement for new projects implemented as per schedule</b>   | Monitors the implementation of ground improvements for new projects                                       | 10  | 10  | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 2, No. of Grounds maintained as scheduled</b>   | Monitors the implementation of ground maintenance   | 20  | 20  | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 3, Area of Farm/Land prepared/cleared and maintained as scheduled</b>   | Monitors the activities in land/farm preparation  | 20  | 20  | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 4, No. of Heavy equipment and Light vehicles Repaired and maintained as scheduled</b>   | Monitors the implementation of repair and maintenance of equipments & vehicles                            | 32  | 32  | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 5, No. of Operations and vehicle maintenance rendered as per request</b>  | Monitors & checks vehicle operations and maintenance  | 90  | 90  | 5 | 5 | 4 | 4.67 |  |
| <b>GSD MFO4: Water and Sewerage System Maintenance</b>         | <b>PI 1, No. of Water distribution systems for new and major repair/renovation projects implemented as per spicified time frame</b> | Monitors the implementation of plumbing works for new and major repair/renovation projects                | 12  | 12  | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 2, No. of plumbing systems improvement and maintenance inside the buildings implemented</b>                                   | Monitors the implementation of plumbing systems improvement and maintenance inside of buildings           | 140 | 140 | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 3, No. of water distribution system repair and maintenance outside buildings implemented</b>                                  | Monitors the implementation of water distribution sytems improvement and maintenance outside of buildings | 106 | 106 | 5 | 5 | 4 | 4.67 |  |
| <b>GSD MFO5: Landscape and Waste Management</b>                | <b>PI 1, No. of Landscapes on new buildings and infrastructures</b>   | Monitors the implementation of landscaping of new buildings & infrastructure                              | 4   | 4   | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 2, No. of landscapes maintained</b>   | Monitors the implementation of landscape maintenance  | 4   | 4   | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 3, No. of Grounds maintained</b>  | Monitors the implementation of ground maintenance   | 4   | 4   | 5 | 5 | 4 | 4.67 |  |
|  | <b>PI 4, Volume of waste collected disposed and managed</b>   | Monitors the implementation of collection & disposal of garbage   | 250 | 250 | 5 | 5 | 4 | 4.67 |  |
| <b>GSD MFO 6: Instrumentation and laboratory facilities</b>    | <b>PI 1, No. of Laboratory Instruments/equipment repaired</b>   | Monitors the implementation of the repairs and improvement of laboratory equipments and instruments       | 250 | 250 | 5 | 5 | 4 | 4.67 |  |
| <b>PI 1, Administrative and support Services performed</b>     |   |   |     |     |   |   |   |      |  |



|   |  |   |      |             |  |   |   |      |  |
|---|--|---|------|-------------|--|---|---|------|--|
| GSD MFO 7:Administrative Support Management           | *Office documents                                  | Recommends & signs office documents for approval such as: Appointments, PR, Job Request, & Elec. Bills. | 2400 | 2400        | 5  | 5 | 4 | 4.67 |  |
|   | *Janitorial/Messengerial                           | Monitors the activities of the personnel assigned for janitorial/messengerial services                  | 100  | 100         | 5  | 5 | 4 | 4.67 |  |
|   | *Construction Materials Management                 | Monitors the activities of the personnel assigned in receiving and posting of construction materials    | 15   | 15          | 5  | 5 | 4 | 4.67 |  |
|   | PI 2, Engineering Works Monitored and coordinated: |   |      |             |  |   |   |      |  |
|   | *Plans and Sketches                                | Draft & reviews plans & sketches of the proposed projects and recommends for approval.                  | 30   | 30          | 5  | 5 | 4 | 4.67 |  |
|   | *Cost estimates                                    | Reviews & checks bill of materials & cost estimates   | 20   | 20          | 5  | 5 | 4 | 4.67 |  |
|   | *Surveys   | Monitor and survey the sites and conditions of proposed repair/improvements projects.                   | 5    | 5           | 5  | 5 | 4 | 4.67 |  |
| <b>Total Over-all Rating</b>                          |  |   |      |             | <b>112.00</b>  |   |   |      |  |
| Average Rating (Total Over-all rating divided by (24) |  |   |      | <b>4.67</b> | <b>Comments &amp; Recommendations for Development Purpose:</b><br><i>Attend relevant webinars to earn points for license renewal</i> |   |   |      |  |
| Additional Points:                                    |  |   |      |             |  |   |   |      |  |
| Punctuality:  |  |   |      |             |  |   |   |      |  |
| Approved Additional point (with copy of approval)     |  |   |      |             |  |   |   |      |  |
| FINAL RATING  |  |   |      | <b>4.67</b> |  |   |   |      |  |
| ADJECTIVAL RATING                                     |  |   |      | <b>0</b>    |  |   |   |      |  |

Evaluate & Rated by:

  
**REMBERTO A. PATINDOL**  
 Supervisor

Date: 7/27/21

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

Approved by:

  
**REMBERTO A. PATINDOL**  
 Vice Pres for Adm. & Finance  
 Date: 7/24/21





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2021

Name of Staff: Mario Lilio Valenzona

Position: Director

**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 |

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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**FM-PRO-14**  
v1 05-27-2020

No.



|  |   |   |   |   |   |       |
|--|---|---|---|---|---|-------|
| Total Score  |   |   |   |   |   | 57    |
| <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  |   |   |   |   |   | 24    |
| Average Score  |   |   |   |   |   | 4.76  |

Overall recommendation : \_\_\_\_\_

  
**REMBERTO A. PATINDOL**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mario Lilio P. Valenzona

Performance Rating: \_\_\_\_\_

Aim: To upgrade knowledge on new technologies  
that can be used in the Physical Plant Office

Proposed Interventions to Improve Performance: \_\_\_\_\_

Date: \_\_\_\_\_ Target Date: January to June 2021

First Step: Find relevant trainings/webinars

Result: Attended training workshop on use of GRS  
Attended seminar on solid waste management

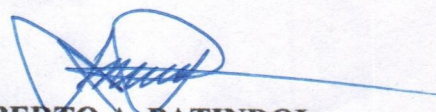
Date: \_\_\_\_\_ Target Date: July to December 2021

Next Step: Attend other relevant trainings/webinars  
to improve performance in the PPO


Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

  
**REMBERTO A. PATINDOL**  
Supervisor

Conforme:

  
**MARIO LILIO VALENZONA**  
Name of Ratee Faculty/Staff