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## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CLINT C. SARVIDA**

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	4.08	30%	1.224
TOTAL NUMERICAL RATING			4.255

TOTAL NUMERICAL RATING: 4.255

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.255

FINAL NUMERICAL RATING 4.255

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

CLINT C. SARVIDA  
Name of Staff

Reviewed by:

MARLON G. BURLAS  
Director, PPO

Recommending Approval:

MARIO LILIO VALENZONA  
Dean/Director

Approved:

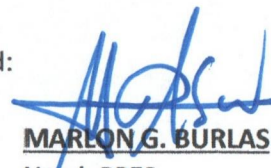
DANIEL LESLIE S. TAN  
Vice President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CLINT C. SARVIDA** 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: **March-June 2022**

  
**CLINT C. SARVIDA**  
Ratee

Approved:

  
**MARLON G. BURLAS**  
Head, PPES

MFO & Performance Indicators	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>	
<b>FMO1</b> -Program of work and cost estimates	PI 1.1 No. Detailed Electrical Design layout and Cost Estimates based on Electrical	Preparation of program layout details and cost estimates	30	35	5	5	4	4.33	
<b>FMO2</b> -Project implementation	PI 1.2 Monitoring of Implementation electrical works under Infra Projects	Monthly Inspection, Evaluation, testing and assesment of electrical works and layouts on implemented infra project.	28	35	5	5	4	4.33	
<b>FMO3</b> - Administrative Services	PI 1.3 No. of Progress Reports Recommendation, Purchase Requests.	Preparation of Accomplishment Reports, Purchase Requests, and other related documents.	30	35	5	4	4	4.33	
Total Over-all Rating								13.00	
Average Rating (Total Over-all rating divided by 4)				4.33	Comments & Recommendations for Development Purpose:  <i>Basic occupational safety and health</i>				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.33					
ADJECTIVAL RATING				VS					

Evaluate & Rated by:

  
MARLON G. BURLAS

Supervisor

Date: \_\_\_\_\_

Recommending Approval:

  
MARIO LILIO VALENZONA

Director, PPO

Date: \_\_\_\_\_

Approved by:

  
DANIEL LESLIE S. TAN

Vice President

Date: \_\_\_\_\_

1-quqlity

2-Efficiency

3-Timeliness

4-Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **March – June 2022**

Name of Staff: **Clint C. Sartvida.**

Position: **Engineer II**

**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.**

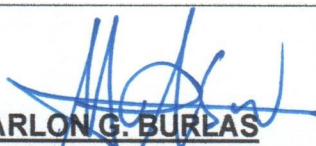
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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
Score	Total 49				
<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					
Average Score					

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

  
**MARLON G. BURELAS**  
 Printed Name and Signature  
 Head, of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Clint C. Sarvida

Performance Rating: Very satisfactory

Aim: collaboration and working with others

Proposed Interventions to Improve Performance:

Date: March 2022 Target Date: April 2022

First Step:

Adjustment of work approached based on the  
Agreed terms/Norms of the unit

Result:

Understanding the mandate to the concerns of others

Date: May 2022 Target Date: June 2022

Next Step:

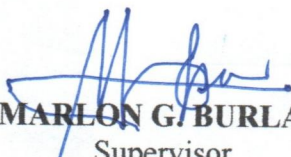
Understanding the Mandate of the unit

Outcome: Contribution to work outputs of the unit

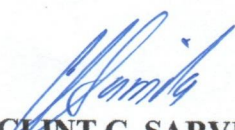
Final Step/Recommendation:

Positive communication & interaction between colleagues

Prepared by:

  
**MARLON G. BURLAS**  
Supervisor

Conforme:

  
**CLINT C. SARVIDA**  
Name of Ratee Faculty/Staff