



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

**Annex P**

Name of Administrative Staff: Nicolas Nelson R. Valenzona

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	4.75	30%	1.425
<b>TOTAL NUMERICAL RATING</b>			<b>4.456</b>

TOTAL NUMERICAL RATING: 4.456

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.456

FINAL NUMERICAL RATING 4.456

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Nicolas Nelson R. Valenzona  
Name of Staff

Reviewed by:

Marlon G. Burlas  
Department/Office Head

Recommending Approval:

Mario Lilo Valenzona  
Dean/Director

Approved:

Daniel Leslie S. Tan  
Vice President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Nicolas Nelson R. Valenzona** of the **Building and Housing Maintenance Unit** 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: **JULY - DECEMBER 2022**


  
**NICOLAS NELSON R. VALENZONA**  
Ratee

Approved:   
**MARLON G. BURLAS**  
Unit Head

MFO & Performance Indicators	Success Inditors	Tasks Assigned	Target	Actual Accomplish ment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MI-01: Painting Works	PI- 1: No. of Furniture Painted	Various repair and Painting of Furnitures	60	60	5	4	4	4.33	
MI-02: Furnitures Works	P2- 1: No. of Classroom & Office Painted	various repair and Painting of Classroom, Office	11	11	5	4	4	4.33	
	P2-2: Maintained & Cleaning the area	Maintained of Cleaning of the furniture area	1	1	5	4	4	4.33	
Total Over-all Rating								12.99	

Average Rating (Total Over-all rating divided by 4)			4.33	Comments & Recommendations for Development Purpose:   Basic occupational safety and health
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: \_\_\_\_\_

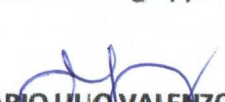
1-Quality

2-Efficiency

3-Timeliness

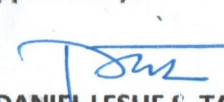
4-Average

Recommending Approval:

  
**MARIO LILO VALENZONA**  
Director, PPO

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

Approved by:

  
**DANIEL LESLIE S. TAN**  
VP for Adm. & Finance

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2022

Name of Staff: Nicolas Nelson R. Valenzona

Position: Admin Aide 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.**

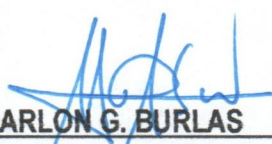
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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					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					
Average Score					4.75

Overall recommendation :

  
**MARLON G. BURLAS**  
 Printed Name and Signature  
 Head of Office

**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.

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Nicolas Nelson R. Valenzona

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

Aim: Collaboration and working with other

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: December 2022

First Step:

Adjustment of work approached based on the Agreed terms/ norms of the unit.

Result:

Understanding and responding to the concern's of others

Date: October 2022

Target Date: December 2022

Next Step:


Understanding the mandate of the unit.

Outcome: Contributions to work outputs of the unit

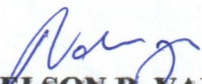
Final Step/Recommendation:

Positive Communication and interaction between colleagues

Prepared by:

  
**MARLON G. BURLAS**  
Supervisor

Conforme:

  
**NICOLAS NELSON R. VALENZONA**  
Name of Ratee Faculty/Staff