

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Charlie Mark F. Cutamora

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.42	70%	3.09
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
TOTAL NUMERICAL RATING			4.44

TOTAL NUMERICAL RATING: 4.44
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Reviewed by:


EDITHA E. DARGANTES
Name of Staff


MARLON G. BURLAS
Department/Office Head

Approved:


REMBERTO A. PATINDOL
VP FOR ADMIN & FINANCE

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Charlie Mark F. Cutamora, of the HELMU/GSD 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, 2018

CHARLIE MARK F. CUTAMORA

ADM. AIDE III

Approved:

MARLON G. BURLAS

Head, HELVMU

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Administration and Support Services									
HELMU MFO 1. Operation and Maintenance of Vehicle									
	PI 1: Number of trip served	<ul style="list-style-type: none"> Rendered driving services to requisitioner/end user within the specified period 	85	91	5	5	5	5.00	<ul style="list-style-type: none"> L-200; Rosa bus 01; Hi-ace; Adventure; Pajero; Bus 36; Strada; Caravelle; Kia Combi; Hyundai
	PI 2: No. of vehicles maintenance monitored	<ul style="list-style-type: none"> Undertakes monitoring of the assigned vehicles; washing 	2	4	5	5	5	5.00	<ul style="list-style-type: none"> Rosa Bus 01; L-200 DPBG; L-200 Bidani; Land Cruiser
	PI 3: No. of vehicles rendered check-up and minor repair	<ul style="list-style-type: none"> Undertakes check-up & renders minor repair 	2	5	5	5	5	5.00	<ul style="list-style-type: none"> Rosa bus 01; L-200 DPBG; L-200 Bidani; Land Cruiser


	PI 4: No. of garage cleaned	Undertakes cleanliness of the garage area	1	1	4	2	2	2.67	• PPO Garage
Total Over-all Rating								17.67	

Average Rating (Total Over-all rating divided by 4)		4.42
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

* Training on Basic Occupational Safety & Health (BOSH)
 * defensive driving & road safety seminar

Evaluated & Rated by:


MARLON G. BURLAS
 Unit Head, HELVMU

Date: _____

Recommending Approval:


MARIO LILIO P. VALENZONA
 Director, GSD

Date: _____

Approved by:


REMBERTO A. PATINDOL
 Vice President for Admin. & Finance

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June, 2018

Name of Staff: Charlie Mark Cutamora

Position: Adm. Aide III


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		44				
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					
Average Score					

Overall recommendation : _____


MARLON G. BURLAS
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Charlie Mark F. Cutamora
Performance Rating: January – June 2018

Aim: Awareness on Safety & Health

Proposed Interventions to Improve Performance:

Date: January 17, 2018 Target Date: April 3, 2018

First Step:
Orientation on safe and unsafe condition

Result:
Safe driving and awareness

Date: April 18, 2018 Target Date: June 29, 2018

Next Step:
Materials handling and storage

Outcome: Orderliness at respective vehicles

Final Step/Recommendation:
Awareness on safety and tidiness of vehicles

Prepared by: 
MARLON G. BURLAS
Unit Head

CONFORME: 
CHARLIE MARK F. CUTAMORA
ADM. AIDE III