

COMPUTATION OF FINAL INDIVIDUAL RATING
ADMINISTRATIVE STAFF

Name of Administrative Staff: MARIO LILIO P. VALENZONA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1 Numerical Rating per IPCR	4.9125	70%	3.43875
2 Supervisor/Head's Assessment of his contribution towards attainment of office accomplishment	4.76	30%	1.428
TOTAL NUMERICAL RATING			4.86675

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.86675

4.86675


4.86675

Outstanding

Prepared by:


MARIO C. BANTUGAN
Adm. Aide III

Reviewed by:


REMBERTO A. PATINDOL
Vice Pres. for Adm. & Finance

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIO LILIO P. VALENZONA**, of the **GENERAL SERVICES DIVISION** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **July to December 2017**



MARIO LILIO P. VALENZONA
Ratee



REMBERTO A. PATINDOL
VP for Admin. & Finance

Approved:

MFO & Performance Indicators	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
FM01: Program of Work and Cost Estimates	PI-1: No. of Completed Programs and Cost Estimates	Inspection of Buildings and sites for repair and construction	7	12	5	5	5	5	
		Preparation of Programs and Cost Estimates	120 (worth 30,000 cost per preparation)	9 projects(worth 60 million)	5	5	5	5	
FM02: Project Implementation	PI-2: No of Implemented Projects	Preparation of Purchase Request and APP'S	11 (worth 200,000 cost per preparation)	7 projects worth 49.5 million	5	5	4	4.667	
		Hiring , Screening and Preparation of Appointment of workers	12 (3 appointments every quarter)	14	5	5	4	4.667	
FM03: Project Supervision	PI-3: Monthly Inspection, Evaluation and Progress Reports	Inspection of on going projects	100	135	5	5	5	5	
		Inspection on requested pouring permits	7	12	5	5	5	5	
		Preparation of SWA and Contract Time Evaluation	2	6	5	5	5	5	
		Preparation of Accomplishment Reports to support payrolls	18	24	5	5	5	5	
Total:									
Total Over-all Rating								39.3	
Average Rating (Total Over-all rating divided by 8)					Comments & Recommendations for Development Purpose:				
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING					4.9125				
ADJECTIVAL RATING					O				

Received:


TERESITA L. QUINANOLA
Planning Office

Calibrated by:


REMBERTO A. PATINDOL
PMT

Recommending Approval:


REMBERTO A. PATINDOL
Vice President

Approved by:


EDGARDO E. TULIN
President

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2017Name of Staff: MARIO LILIO VALENZONA.Position: Supervising Administrative (Director GSD)

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. 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		24					
Average Score		4.76					

Overall recommendation :


REMBERTO A. PATINDOL
 VP for Adm. & Finance.