



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

**Annex P**

Name of Administrative Staff: REMEGIO M. SANICO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.63

TOTAL NUMERICAL RATING: \_\_\_\_\_

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

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING

4.63

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

VINCENT PAUL C. ASILOM  
Name of Staff

Reviewed by:

MARLON G. BURLAS  
Department/Office Head

Recommending Approval:

MARIO LILIO P. VALENZONA  
Dean/Director

OIC, 09/25/20

Approved:

REMBERTO A. PATINDOL  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Remegio M. Sanico, of the HELVMU/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, 2020

  
**REMEGIO M. SANICO**  
 ADM. ASST. V

Approved:   
**MARLON G. BURLAS**  
 Head, HELVMU

MFO & 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>	
UMFO 6. General Administration and Support Services									
HELVMU MFO 1. Administrative and Facilitative Services									
	PI 1: No. of office documents prepared/served/ managed	.Monitoring/ management office work & services	1,000	1,330	5	4	5	4.66	.Office / clerk work
	PI 2: No. of motor spare parts, lubricants & waste materials inspected	.Inspection of vehicles spare parts, waste materials, fuel and lubricants	300	340	5	5	5	5.00	.Office / dept. concern
	PI 3: No. of vouchers, payrolls, PR's, RIS, PPMP prepared	.Signing of vouchers,, RIS, PR's and job request .Preparation of program of works & accomplishment reports	300	410	4	4	4	4.00	.Personnel & Office operation
	PI 4: No. of doors & windows opened daily	. Monitoring of daily maintenance	30	30	4	4	5	4.33	.HELVMU Office Tools, Stock room & working area

	PI 5: No. of rooms, building cleaned & maintained daily		10	10	5	5	5	5.00	. Motor pool, comfort rooms, garage, stock room, & tool room.
<b>HELV MU MFO 2. Ground Improvement (New Construction, etc..)</b>									
	P2 1: No. of areas filled up, scraped, cleared & improved	.Preparation of RIS for Fuel & lubricants .Daily inspection of on-going project . Preparation of monthly projects accomplishment report	7	7	5	5	5	5.00	.VSU market .VSU gym . Beach . Garden area . Garbage area . PCC . Ansci area . Pangasugan area
<b>HELV MU MFO 3. Ground Maintenance</b>									
	P3 1: No. of areas maintained	.Preparation of PR's for supply & materials	5	5	4	4	4	4.00	.Ovals (Upper & lower), F & G show, Highway perimeter fence & its borders, GSD surroundings & beach area
	P3 2: No. of perimeter fence and gates fabricated & maintained	.Preparation of RIS for Fuel & lubricants	5	5	4	5	5	4.66	.GSD, VSU Highway Per. Fence; F & G show area; VSU beach garden resort & guard post s 1 & 2 Nangka & Mabolo drive
	P3 3: No. of irrigation &	.Daily inspection of on-going projects . Scheduling of work	6	6	4	5	5	4.66	.Nangka & Mabolo drives; Calbigaa &

	Drainage canals maintained	assessments							Pangasugan experimental areas; beach & Highway areas
<b>HELVMU MFO 4. Land Preparation (Research Related)</b>									
	P4 1: No. of experimental areas prepared based on job requests	. Preparation of RIS & PR's of fuel, lubricants & spare parts	8	9	5	5	5	5.00	. Philrootcrops . PCC ; DA; DSS; . DAS; NCRC; . DBPG;
	P4 2: No. of Hauling trips based on job request	. Scheduling of job request for operation . Computation of area & no. of trips for billing . Assignment of schedule to operators	200	210	5	5	4	4.66	. Research centers & different departments
<b>HELVMU MFO 5. Repair of Heavy &amp; Lights Vehicles</b>									
	P5 1: No. of Car bodies/accessories repaired/fabricated	. Preparation of PR's for supplies and materials	1	3	5	5	5	5.00	. Hi-ace . Hilux . Rosa Bus 01
	P5 2: No. of underchassis repaired & serviced	. Assignment of schedule to welders and machanics daily	100	105	4	5	5	4.66	. Heavy & light vehicles repaired & maintained; . Light vehicles (13 units); . Trucks & buses (10 units); . Heavy & Farm Equipments (13 units)
	P5 3: No. of engines Tune-up & serviced	. Inspection & Supervision of on-going projects daily	30	30	5	5	5	5.00	. These include other departments vehicles/ equipment repaired & serviced by HELVMU

	P5 4: No. of transmission & differentials repaired	. Listing of spare parts for procurement	5	5	5	5	5	5.00	.Bus 37 .Pajero . Bus 36 . Toyota Land Cruiser . Hilux
	P5 5: No. of engines overhauled & changed	. Preparation of program & project cost estimate	2	3	5	5	5	5.00	. Strada . Tuyok # 1 . Hilux
	P5 6: No. of motor rewinding & electrical repairs done	. Scheduling of Job Request	100	110	5	5	5	5.00	.Heavy and Lights Vehicles repaired and maintained; Light Vehicles (13 units); Trucks & Buses (10 units); Heavy & Farm Equipment (13 units)
	P5 7: No. of spare parts machined & fabricated		50	65	5	4	5	4.66	.These include other depatrments vehicles/ equipment repaired & serviced by HELVMU
	P5 8: No. of vehicles & equipment repainted		2	3	5	5	5	5.00	.Hi-ace .Rosa Bus 01 .Toyota Land Cruiser
	P5 9: No. of tires changed & vulcanized		50	65	5	5	4	4.66	. Based on job request . All GSD Vehicles & Farm Equipment
	P5 10: No. of Steering wheels (power & manual)		10	10	5	4	4	4.33	. Backhoe; Payloader; Tractor

	, hydraulic pumps repaired								
	P5 11: No. of shop services done based on job request		50	70	4	5	5	4.66	.Dept. Concern
<b>HELV MU MFO 6. Operation &amp; Maintenance</b>									
	P6 1: No. of vehicles & Farm equipment maintained	.Scheduling of monthly servicing .Preparation of PR's for spare parts, tires & batteries .Preparation of RIS for lubricants & fuel .Assignment of mechanics/welders for periodic maintenance	36	36	4	4	4	4.00	.Light vehicles (13units), Truck & Buses (10units), Farm & heavy equipment (13 units) (These include other departments vehicles/ equipment repaired & serviced by HELV MU)
<b>Total Over-all Rating</b>								<b>107.9 4</b>	

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.69</b>
<b>Additional Points:</b>		

Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendations  
for Development Purpose:

basic occupational  
safety & health

Evaluated & Rated by:

Recommending Approval:

Approved by:

  
MARLON G. BURLAS  
Dept./Unit Head

  
MARIO LINO P. VALENZONA  
Dean/Director  
DIC, 09/25/20

  
REMBERTO A. PATINDOL  
Vice President

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

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

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

Name of Staff: Remegio M. Sanico

Position: Administrative Asst. 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		54				


**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.

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**  
 Printed Name and Signature  
 Head of Office

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

Page 2 of 2  
**FM-PRO-14**  
 v1 05-27-2020

No. 230

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REMEGIO M. SANICO

Performance Rating: January – June 2020

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: January 16, 2020      Target Date: March 30, 2020

First Step:

Orientation on safe and unsafe condition

Result:

Application at workplace

Date: April 18, 2020      Target Date: June 30, 2020

Next Step:


Materials handling and storage

Outcome: Orderliness at workplace


Final Step/Recommendation:

Tidiness and orderliness are being observe

Prepared by:

  
MARLON G. BURLAS  
Head, Motor Pool

Conforme:

  
REMEGIO M. SANICO  
Name of Ratee Staff