COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

EDITO G. PIAMONTE

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
Numircal Rating per IPCR	4.79	0.70	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
	TOTAL NUMER	RICAL RATING	4.80

TOTAL NUMI	ERICAL	RATING:
------------	--------	---------

4.80

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.80

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

EDITO G. PIAMONTE

Name of Staff

Reviewed by:

ALICIA M EL ODES

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL

Vice President for Admin. & Finance

Approved:

REMBERTO A. PATINDO

Vice President for Admin. & Finance

COMPUTATION OF TWAL MERIDUAL CATHEL FOR PRATE BYEARTS MINE

Mama of Administrative Staff

RUNOWAR RUNOWER

Equivalent Numorical Rading (2 X 3).	agetrauws VariathylaVV (S)	Wijmedical Radog (2)	Particulars (1)
ăse	33.0	QV N	1. Numircel Reting per IPCR
59.÷.	06.0	4.33	2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments.
(16.8	owith ind	PERMITS DATES	The second secon

TOTAL NUMERICAL PATHYC Add: Additional Approved Polics, it any: TOTAL NUMBERIGAL RATING

ADJECTIVAL PATHME:

OUTSTANDING

Reviewed by:

03.8

08.5

Prepared by:

ETHOMAS & OTTES Name of Sizk

ALBORES PLORES Department/Office Head

Becommending Approvaic

icompas la conferenci Vice President to Admis, 2 Finance

Approved:

Vice Prestigation /

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Edito G. Piamonte, of the <u>SUPPLY, PROCUREMENT & PROPERTY MANAGEMENT OFFICE</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January to June</u> 2018.

EDITO G. PIAMONTE Ratee

ALICIA M. FLÓRES
Head, Property Office

<u>UMFO 6:</u> General Administration and Support Services

OVPAF MFO 7: Property Management

			Accomp	lishment		D-	A.1		
MFO/PAPS	Program/Activities Undertaken	Task Assigned	January to	June 2018		Ra	ting		Remarks
			Target	Actual	Q*	E"	T	A	
	ative and Support Services Management								
PI 1: Efficient and customer friendly Services		T 1: Serves and attends to cleints requests and inquiries regarding waste materials.	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
PI 2: Efficient Office Management and maintenance	A. 1: No. of hours spent for cleaning the bodega and surroundings	T 1: Cleans the bodega and surroundings	70	100	5	5	5	5.00	
PMO MFO 7.3 Distribution I	Management								
PI 1: Receipt of RIS and issuance of Supplies, Materials and Equipment	A.1: No. of hours performed in the delivery of supplies/materials to end-users.	T 1: Assists in the delivery of supplies and materials	40	50	5	5	4	4.67	
	A.2: No. of hours performed in the loading and unloading of supplies and materials	T 2: Assists in the loading and downloading of supplies and materials	50	75	5	5	5	5.00	
PMO MFO 7.4 Inventory M	anagement								
PI 3: Physical inventory taking	A. 1: No. of items correspondingly verified & checked	T 1: Conducts physical inventories on all property, equipment issued to staff and employees of the university	50	80	5	5	2	4.00	
PMO MFO 7.5 Disposal Management									
Materials & Unserviceable		T 1: Collects and receives waste materials and unserviceable PPE from different units/offices/centers	1000	1150	5	5	4	4.67	
PI 2: Preparation of Waste Materials Report (WMR)	A. 1: No. of WMR prepared and printed	T 1: Prepares and prints Waste Material Reports	100	133	5	5	4	4.67	
DITO G. PIAMONTE		1 of 3	<u>-</u>	L				1	

MFO/PAPS	Program/Activities Undertaken	Task Assigned		lishment June 2018		Ra	ting		Remarks
			Target	Actual	Q*	E,	T	ΑT	
and Inventory and Inspection Report (I & I	A.2: No. of I & I R prepared and printed	T 2: Prepares and prints Inventory & Inspection Report	30	40	5	5	4	4.67	
Report)	for inspection and evaluation by Vsu	T 3: Lists unserviceable properties for submission to the VSU Disposal Committee	1000	1150	5	5	5	5.00	
	A. 4: No. of cancelled ARE/ICS made in the individual folders	T 4: Cancels ARE/ICS base on returned unserviceable item or waste material	300	350	5	5	4	4.67	
ે I 3: Segragation, evaluation and inspection of waste materials/	A. 1: No. of waste materials/unserviceable properties segragated/grouped by kind and by lot		1000	1150	5	5	5	5.00	
unserviceable properties,	A. 2: No. of items group and weighed by lot	T 2: Weighs unserviceable properties per kilo by lot	25	31	5	5	5	5.00	
	inspection and evalaution of unserviceable	T 3: Assists the Disposal Committee in the inspection and evaluation of unserviceable properties for public auction.	10	20	5	5	4	4.67	Allenda (1966) is a second company of the company
PI 8: Inspection and disposal of working animals	A.1: No. of hours performed in witnessing the Inspection /disposal of the sale/death of animals 15 mins. after receipt of request	T 1: Conducts inspection of disposal on sale or death of animals owned by the university	20	25	5	5	5	5.00	
Total Over-all Rating					70.00	70.00	61.00	67.00	
			,			•		67.00	

Average Rating (Total Over-all rating divided by 14)		4.79
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Evaluated and Rated by:

ALICIA M. FLORES Head, SPPMO

Recommending Approval:

REMBERTO A. PATINDOL VP for Admin and Finance

Date: _____

Comments & Recommendations for Development Purposes: Reum minded to Offend the following Seminarl trainings:

1. Disposal of Government Proportions

2. Warehousing & Storage Management

Approved by:

REMBERTO A. PATINDOL VP for Admin and Finance Date:____

Date:

1 - quality 2- efficiency 3- timeliness 4- Average EDITO G. PIAMONTE

Andrew Control of the	Approximation of the second	The state of the s	An inspiratory company of the state of the s	1. 日本のできるなどの	Construction to a continue to	A Company of the comp			
		io.	a Se				1000 1000 1000 1000 1000 1000 1000 100	でいるのではない。	
± was	T Transfer of the state of the	The second of th						THE THE PARTY OF THE PARTY OF THE	STATE OF THE STATE
	in the second se					The state of the s	A YOTH BUT LETTO CHE RETERMENT LETTO	0.000 pt 0.000 pt	The state of the s
					Social States of	300	R. Dq. G. SEV serious on noisement	Establishment of the source of the A. E. E. A. E.	を 主 で で で で で で で で で で で で で
imp manue manes.				ru			Tenner of the series of the se	office stand 20,39A before 35 and 16.00	
The second secon		TU TU				5	is cheest usser internal grainestes sit is independent sit in independent sit in independent sit in independent sit independen	# 100 00 A	A the property of the second o
		13		8			Total popular appropriate popular per per per per per per per per per pe	A STIPO OF TOURS GIROLS ELECTRON OF THE STIPON	(1) の確認という。 のでは、 ので
ethen William (1888)		43 	FN, 3	n)	\$4. \$1.	5	The company and majored or throught and sections.	The grade of the control to the form of the control	
	3	I v.s.			4.27	Leg.	no leacquit to outragant structure. If the service of the service	greechte i notheree mutte and and gas bugblies of to thropally refrage, ent bugblie greechte misse ingele med al my elve	्रहरू सरकरणाज्य के राज्य सम्बद्ध इस्ताम
Seculiaria seculari dan de fancility.	outline control to confine	the parameter of the second				et vectoriore a propagation of the back-	A COMPANY OF THE PROPERTY OF T	to oppus situatinositemas, tros productos de consensationadique agrecia de consensationadique de consensation	Hammon Co. Transministration of transmission of the contract o
to the appropriate the second	THE REAL PROPERTY.	And the second s		Part of	The state of the s	e deservationes established to the control of the c	en de la companya de	The second secon	A many contract of the contrac
Authority Read Alexander	100000 C			olodoujitoissa kaika	A second	mentalism mentalism is elektroment mentalism political despetation of	The management of the second o	Mine of the contract of the co	
Se Court Lead of the Court of t	MENSON.	(1001116	Noticeasury as				STATE OF THE STATE	TO DESCRIPTION OF THE PROPERTY
TO THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TO THE PERSON NAMED IN COLUM		1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3		e k to less	Contract of the second	And the state of t	en judi et este de en	A CARLO CARL	And the second s
Transfer of the state of the st							Pacoming a through		red batted bas hearings.
		CONTRACTOR OF SERVED OF SE	10 10 10 10 10 10 10 10 10 10 10 10 10 1				VENEZATION ENGLANCE Section Control Control Section Control Se		- 1000 ST - 1000

7 H 3

Service of the servic

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY TO JUNE 2018**

Name of Staff: EDITO G. PIAMONTE Position: ADMINISTRATIVE 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					

Α. (Commitment (both for subordinates and supervisors)		S	cal	е	
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	(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					

hig	Leadership & Management (<i>For supervisors only to be rated by</i> her supervisor)		е			
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 					1
	Total Score	1	8	1		1
	Average Score	4	4.8	3		

Overall recommendation	:	

ALICIA M. FLORES
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDITO G. PIAMONTE**

Perfor	mance Rating: Janua	ry to June 2018	
Aim:]	Effective and efficien	nt delivery of administrati	ve services
Propos	sed Interventions to In	prove Performance:	
Date:	<u>January 1</u>	Target Date: June	e 30, 2018
First S Recon		eminar-Workshop applica	able to Property Custodian and as
1.) Wo	pply and Property M ppraisal and Disposal	o be conducted by POAP Ianagement System to be	conducted by COA to be conducted by COA
	ecommendation is ap 0-13, 2018	proved and the training o	n Work-Life Flexibility is scheduled on
Date:		Target Date:	
Next S	tep:		
Final S	tep/Recommendation		•
	nmended to attend nousing and storage i		sposal of Government Property and
Confor	EDITO G. PIAMON Ratee		ALICIA M. FLORES Unit Head