COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Anthony L. Borneo

	quivalent erical Rating (2x3)
PCR 4.33` 70%	3.03
essment of his attainment of 4.41 30%	1.32
ts	
TOTAL NUMERICAL RATING	4.35

Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.35	
ADJECTIVAL RATING:	Very Satisfactory	
Prepared by:	Reviewed by:	On M
EDITHAF. DARGANTES Name of Staff		MARLON 6/ BURLAS Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN President

Visayas State University HEAVY EQUIPMENT & LIGHT VEHICLE MAINTENANCE UNIT

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, Anthony Borneo, 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, 2017.

ANTHONY BORNEO
Adm. Alder III
Date:

MARKON G. BURLAS
Head, HELVMU

				200; 1; Bus	er, R	and the second s		
	Remark			Land Cruiser, T-Hilux; Mit. L-200; R Bus 01; Ambulance; Nissan; Bus 36; Mit. Pajero	. L-200; Thilux; T Land Cruiser, R Bus 01; Bus 36; Mit. Pajero	. L-200; Hilux; Land Cruiser	. PPO Garage	
	Average			2.00	4.33	4.00	4.00	
Rating	zsəniləmiT			ď	4	4	-	
R	Efficiency			ιo.	4	4	-	
	Quality			25	rc.	4	2	
	Actual Accomplishment			74	9	8	-	
	Target			02	ro.	2		
	Task Assigned			. Rendered driving services to requesitioner/end-user within the specified period	. Undertakes monitoring of the assigned vehicles	. Undertakes check-up & renders minor repair	. Undertakes cleanliness of the garage area	
				1.00%	1.00%	1.00%		
	Success Indicator (SI)	Support Services	tenance of vehicle	er of trips served	PI 2: No. of vehicles maintenance monitored	PI 3: No. of vehicles rendered check-up and minor repair	P1 4: No. of garage maintained and clean	
	MFO Descrip- tion	stration and	ion and main	PI 1: Numbe	PI 2: No. of v monitored	PI 3: No. of vehi and minor repair	P1 4: No. o	
	MFO No.	UMFO 6. General Administration and Support Services	HELVMU MFO 1. Operation and maintenance of vehicle	0=3 1=4.8 >2=5.0 PI 1: Number of trips served	1.5 - 2.0 = 4.8			

	17.33
verage Rating	0.00 0.00 0.00 4.33
dischinal Dahina	Very Satisfactory

Received by:

GTERESITA L. QUINANOLA
PRPEO

REMBERTOA. PATINDOL Calibrated by:

Recommending Approval:

Vice Pres. for Admin. & Finance

REMBERTO'S. PATINDOL

Approved:

Date:

Date:

Chairman, PMT

Date:

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June, 2017

Name of Staff: Anthony L. Borneo

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

A.	Commitment (both for subordinates and supervisors)		5	cale	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		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		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.			3	3	2	1			
7.	Keeps accurate records of her work which is easily retrievable when needed.		(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	3	3	2	1			
12.	Willing to be trained and developed	(5)	4	3	2	1			
	Total Score	₹3							
B.	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				

	Average Score					
	Total Score		-			
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	-
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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
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

Overall recommendation	:				

MARLON GLBURLAS Name of Head