



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: RIJUN AVELLANA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.91	70%	2.73
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.08

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.1608

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

VINCENT PAUL C. ASILOM

Clerk 02-17-25

Reviewed by:

AMIEL R. ARMADA

Department/Office Head 02-17-25

Recommending Approval:

MARLON G. BURLAS

Director 02-19-25

Approved:

ELWIN JAY V. YU

Vice President 02-25-25



MOTOR POOL SERVICES UNIT

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Rijun R. Avellana, of the Motor Pool Services/PPO commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period November to December, 2024


RIJUN R. AVELLANA
 Driver II 02-13-25


 Approved: AMIEL R. ARMADA
 Head, Motor Pool, Services 02-17-25

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									
Motor Pool MFO 1. Operation and Maintenance of Vehicle									
	PI 1: Number of trip served	. Rendered driving services to requisitioner/end user within the specified period . Service Driver for Guest House	20	31	4	4	4	4.00	. Tuyok # 2
	PI 2: No. of vehicles maintenance monitored	.Undertakes monitoring of the assigned vehicles; .Emergency Purchaser of Spare Parts/Materials .Act as Issuer of Spare parts and lubricants	15	33	4	4	4	4.00	. Tuyok # 2 . Motor Pool
	PI 3 No. of vehicles rendered check-up and minor repair	. Undertakes check-up & renders minor repair	1	2	4	4	4	4.00	.Tuyok # 2

	PI 4: No. of garage maintained & clean	. Undertakes cleanliness	1	1	4	3	4	3.66	.PPO GARAGE .Motor Pool
Total Over-all Rating								15.99	

Average Rating (Total Over-all rating divided by 4)		3.91
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

**Comments & Recommendations
for Development Purpose:**

DEFENSIVE DRIVING
TRAINING/SEMINAR

Evaluated & Rated by:

Recommending Approval:

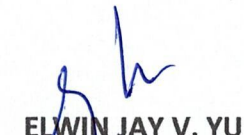
Approved by:


AMIEL R. ARMADA
Dept./Unit Head

Date: 02-17-25


MARLON G. BURLAS
Dean/Director

Date: 02-19-25


ELWIN JAY V. YU
Vice President

Date: 02-25-25

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RIJUN AVELLANA
Performance Rating: November – December 2024

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: November 3, 2024 Target Date: November 29, 2024

First Step:

Orientation on safe and unsafe condition

Result:

Application at workplace

Date: December 1, 2024 Target Date: December 27, 2024

Next Step:


Materials handling and storage

Outcome: Orderliness at respective vehicles

Final Step/Recommendation:

Awareness on safety and tidiness of vehicles

Prepared by:


AMIEL R. ARMADA
Head, Motor Pool 02-17-25

Conforme:


RIJUN AVELLANA
Name of Ratee Staff - 02-13-25



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **NOVEMBER – DECEMBER 2024**

Name of Staff: **RIJUN AVELLANA**

Position: **DRIVER II**

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



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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						
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:						


AMIEL R. ARMADA

Head, Motor Pool 02-17-25