



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

Name of Administrative Staff: **BONIFACIO B. OQUIAS JR.**

| Particulars<br>(1)                                                                                        | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|-----------------------------------------------------------------------------------------------------------|-------------------------|--------------------------|-----------------------------------------|
| 1. Numerical Rating per IPCR                                                                              | 4.47                    | 70%                      | 3.129                                   |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.52                    | 30%                      | 1.356                                   |
| TOTAL NUMERICAL RATING                                                                                    |                         |                          | 4.485                                   |

TOTAL NUMERICAL RATING: 4.485

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

TOTAL NUMERICAL RATING: 4.485

FINAL NUMERICAL RATING 4.485

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

*B. Oquias*  
**BONIFACIO B. OQUIAS JR.**  
Name of Staff

Recommending Approval:

*[Signature]*  
**MARIO LILIO VALENZONA**  
Director

Approved:

*[Signature]*  
**REMBERTO A. PATINDOL**  
Vice President



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **BONIFACIO OQUIAS JR.** of the PHYSICAL PLANT OFFICE, commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **January-June 2021**

Approved:

*B. Oquias*  
**BONIFACIO OQUIAS**  
Ratee

*Roden D. Troyo*  
**RODEN D. TROYO**  
Head of Unit

| MFO & Performance Indicators                        | 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> |         |
| FMO1. Cleaning of VSU Campus                        | PI 1.1 No. of Area Maintained                                                                                              | Maintained the campus grounds and surroundings by sweeping, mowing, underbrushing, trimming and pruning of hedges, and weeding. | 5      | 5                     | 5                                                                                          | 5              | 4              | 4.67           |         |
|                                                     | PI 1.2 No. of venue preparation of different activities of the university.                                                 | Assisted in venue preparation of different activities of the university.                                                        | 20     | 20                    | 5                                                                                          | 5              | 4              | 4.67           |         |
|                                                     | PI 1.3 Helped in the maintenance of the cleanliness of COA office and beautification in the campus ground and surroundings | Helped in the cutting of damaging and destructive trees within the campus.                                                      | 25     | 25                    | 5                                                                                          | 4              | 4              | 4.33           |         |
|                                                     | PI 1.4 Attended to the request of higher official and other departments of the VSU                                         | Helped in the maintenance of the cleanliness and beautification in the campus ground and surroundings                           | 15     | 15                    | 5                                                                                          | 4              | 4              | 4.33           |         |
|                                                     | PI 1.5 Performed other duties as maybe assigned by the president of highr officials of the VSU                             |                                                                                                                                 | 5      | 5                     | 5                                                                                          | 4              | 4              | 4.33           |         |
| Total Over-all Rating                               |                                                                                                                            |                                                                                                                                 |        |                       |                                                                                            |                |                | 22.33          |         |
| Average Rating (Total Over-all rating divided by 4) |                                                                                                                            |                                                                                                                                 |        | 4.47                  | Comments & Recommendations for Development Purpose:<br><br><i>Attend training/seminars</i> |                |                |                |         |
| Additional Points:                                  |                                                                                                                            |                                                                                                                                 |        |                       |                                                                                            |                |                |                |         |
| Punctuality:                                        |                                                                                                                            |                                                                                                                                 |        |                       |                                                                                            |                |                |                |         |
| Approved Additional point (with copy of approval)   |                                                                                                                            |                                                                                                                                 |        |                       |                                                                                            |                |                |                |         |
| FINAL RATING                                        |                                                                                                                            |                                                                                                                                 |        | 4.47                  |                                                                                            |                |                |                |         |
| ADJECTIVAL RATING                                   |                                                                                                                            |                                                                                                                                 |        |                       |                                                                                            |                |                |                |         |

Evaluate & Rated by:

Recommending Approval:

Approved by:

*Roden D. Troyo*  
**RODEN D. TROYO**

Supervisor

*Maric Lilio Valenzona*  
**MARIC LILIO VALENZONA**

Director, ODPP

*Remberto A. Patindol*  
**REMBERTO A. PATINDOL**

VP. For Adm. & Finance

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

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

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

1-quality 2-Efficiency 3-Timeliness 4-Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January- June 2021

Name of Staff: Bonifacio B. Oquias Jr.

Position: Admin. Aide I

**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 |

**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.


Page 1 of 2  
**FM-PRO-14**  
v1 05-27-2020

No.



|                                                                                                                                                                                                                              |   |       |   |   |   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------|---|---|---|--|
| Total Score                                                                                                                                                                                                                  |   | 54    |   |   |   |  |
| 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                                                                                                                                                                                                                  |   | 23    |   |   |   |  |
| Average Score                                                                                                                                                                                                                |   | 4.52  |   |   |   |  |

Overall recommendation : \_\_\_\_\_

  
**RODEN D. TROYO**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Bonifacio B. Oquias Jr.  
Performance Rating: \_\_\_\_\_

Aim: Develop skills on proper pruning

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: March 2022

First Step: Search for any online training course/seminar about proper pruning of shrubs and trees

Result: \_\_\_\_\_

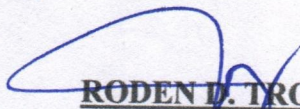
Date: \_\_\_\_\_ Target Date: May 2022

Next Step: Attend training on proper pruning of shrubs and trees

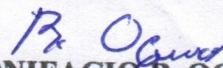
Outcome: Acquire skills on proper pruning of shrubs and trees

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

  
**RODEN D. TROYO**  
Supervisor

Conforme:

  
**BONIFACIO B. OQUIAS JR.**  
Name of Ratee Faculty/Staff