

COMPUTATION OF FINAL INDIVIDUAL RATING ADMINISTRATIVE STAFF

Name of Administrative Staff: **Mario E. Baliad**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1 Numerical Rating per IPCR	4.71	70%	3.297
2 Supervisor/Head's Assessment of his contribution towards attainment of office accomplishment	4.76	30%	1.428
TOTAL NUMERICAL RATING			4.725

TOTAL NUMERICAL RATING:

4.725

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.725


FINAL NUMERICAL RATING:

4.725

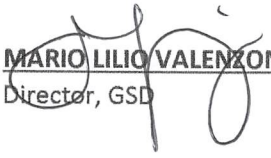
ADJECTIVAL RATING:

Outstanding

Prepared by:


MARIO LILIO VALENZONA
Immediate Supervisor

Recommending Approval:


MARIO LILIO VALENZONA
Director, GSD

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIO E. BALUAD**, of the **GENERAL SERVICES DIVISION** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period **July to December 2018**

Approved:

MARIO E. BALUAD

Ratee

MARIO LILIO VALENZONA

Director, GSD

MFO & Performance Indicators	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
LSWMU-MFO1: No. of Landscape on new Buildings and infrastructures as per schedule	PI-1: No. of completed Landscape	Listing of activities and schedule of work	3 Landscapes enhanced and improved	4 Landscapes enhance and improved	5	5	4	4.67	
		Daily supervision of section personnel	2 new Buildings Landscape	2 newly renovated Buildings Landscape	5	5	4	4.67	
LSWMU-FMO2: No. of Landscapes maintained as per schedule	PI-2: No. of Landscape areas maintained	Make report of accomplishment	5 landscape areas maintained	5 landscape areas maintained	5	5	4	4.67	
LSWMU-FMO3: No. of Grounds maintained as per schedule	PI-3: No. of ground areas maintained	Preparation of Purchase Request & Monitoring on the projects implemented	5 ground areas	5 ground areas maintained	5	4	4	4.33	
LSWMU-FMO4: Volume of Waste Collected disposed and managed as per schedule	PI-4: No. of Volume of waste collected, disposed and managed	Preparation of materials and cost estimates	6000 cu.m. of waste	20000 cu.m. of wastes collected and disposed due to the damage caused by typhoon Yolanda	5	5	4	4.667	

LSWMU-FMO5: of Trees to Cut and Trimmed	PI-5: No. of Trees cut/trimmed	Preparation of report	50 trees (small, Med, Big) Cut/trimmed	300 trees and ornamental plants pruned	5	5	5	5	
LSWMU-FMO6: Attendance of meetings and conferences	PI-6: No. of Meetings and conferences attended	Attending to all meetings and conferences	20	25	5	5	5	5	
Total Over-all Rating								33.00	
Average Rating (Total Over-all rating divided by 4)				4.71	Comments & Recommendations for Development Purpose: <i>Affords Training and Seminars on Waste Management & Landscaping</i>				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.71					
ADJECTIVAL RATING				Outstanding					

Prepared by:

Recommending Approval:

Approved by:

MARIO LILIO VALENZONA
Supervisor

MARIO LILIO VALENZONA
Director, GSD

REMBERTO A. PATINDOL
Vice President for Adm.

Date: _____

Date: _____

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-Dec. 2018

Name of Staff: Mario E. Baliad

Position: Head, LSWSMU

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		57				

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		24				
Average Score		4.76				

Overall recommendation _____

MARIO LILIO VALENZONA
Director, GSD

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIO E. BALIAD
Performance Rating: July 1 to December 31, 2019

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Attend Trainings and Seminars on waste management & Landacaping

Result: _____


Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


MARIO LILLO VALENZONA
Director, GSD