

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Roger T. Muaña

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	70%	4.33	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	30%	4.83	1.44
TOTAL NUMERICAL RATING	4.47		

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.47


ADJECTIVAL RATING:

Very Satisfactory

Prepared by:


VINCENT PAUL ASILOM
Name of Staff


Reviewed by:


MARLON G. BURLAS
Head HELVMU

Recommending Approval:



MARIO LILIO P. VALENZONA
Director, GSD


Approved:


REMBERTO A. PATINDOL
VP For Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Roger Muaña, of the HELVMU/GSD commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2018


ROBERT T. MUAÑA
 HEO I

Approved: 
MARLON G. BURLAS
 Head, HELVMU

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									
HELVMU MFO 1. Repair of heavy and light vehicles									
	PI 1: No of underchassis repair & servicing	. Brake & clutch primary & secondary system repair; servicing of power take off; overhaul transmission; pull-out of front leaf spring; replace clutch primary repair kit; transmission support; clutch lining; release bearing; cross bearing; wheel bearing; check-up & repair steering system; fixing cargo box support; wheel bearing & change oil transmission	15	16	5	5	5	5.00	. Adventure Red . Kia Combi . Rosa Bus 01 & 02 . Dump truck 250 & DH-100 . WSSMU . PESMU . L-200 . Tuyok Vehicle 3 Units . Supply Truck . Garbage Truck . Bus 36 & 37

[illegible]

Total Over-all Rating								17.33	
Average Rating (Total Over-all rating divided by 4)				4.33					
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING				Very Satisfactory					

**Comments & Recommendations
for Development Purpose:**

*Basic Occupational Safety &
health training
& technical training on
auto engines

Evaluated & Rated by:

Recommending Approval:

Approved by:


MARLON G. BURLAS
Dept/Unit Head


MARIO LILIO P. VALENZONA
Dean/Director


REMBERTO A. PATINDOL
Vice President

Date: _____

Date: _____

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December, 2018

Name of Staff: Roger T. Muaña

Position: Adm. Aide VI


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		58				
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 : _____


MARLON G. BURLAS
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Roger T. Muña
Performance Rating: July – December 2018

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: July 16, 2018 Target Date: September 30, 2018

First Step:

Orientation on safe and unsafe condition

Result:

Safe heavy equipment operations

Date: October 17, 2018 Target Date: December 31, 2018

Next Step:

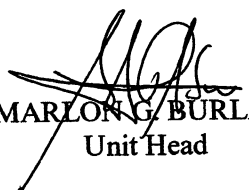
Materials handling and storage

Outcome: Orderliness at respective equipment


Final Step/Recommendation:

Awareness on safety and tidiness

Prepared by:


MARLON G. BURLAS
Unit Head

Conforme:


ROGER T. MUAÑA
Name of Ratee Faculty/Staff