



Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: JAIME A. CABALLERO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			4.40

TOTAL NUMERICAL RATING: \_\_\_\_\_  
 Add: Additional Approved Points, if any: \_\_\_\_\_  
 TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.40

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

VINCENT PAUL C. ASILOM  
Clerk 08-28-24

Reviewed by:

MARLONG BURLAS  
Department/Office Head 08-29-24

Recommending Approval:

MARIO LILIO P. VALENZONA  
Director 08-29-24

Approved:

ELWIN JAY V. YU  
Vice President 09-19-24



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Jaime A. Caballero, 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 January to June, 2024

  
**JAIME A. CABALLERO**  
 ADM. AIDE III 08-29-24

Approved:   
**MARLONG BURLAS**  
 Head, Motor Pool, Services 08-27-24

MFO & PAPs	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>	
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 . Alternate driver of cash division staff	100	109	5	4	5	4.66	. Hyundai Bus Big . Tuyok . Hilux . Bus 37
	PI 2: No. of vehicles maintenance monitored	. Undertakes monitoring of the assigned vehicles	2	3	4	4	5	4.33	. Hyundai Bus Big . Hilux . Tuyok
	PI 3: No. of vehicles rendered check-up and minor repair	. Undertakes check-up & renders minor repair	1	3	4	4	5	4.33	. Hyundai Bus Big . Tuyok
	PI 4: No. of garage	. undertakes							




	maintained and clean	cleanliness of the garage area	1	2	4	4	4	4.00	.PPO Garage . Motor Pool Surroundings
<b>Total Over-all Rating</b>									17.32

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.33</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		

**Comments & Recommendations for Development Purpose:**


DEFENSIVE DRIVING SEMINAR

Evaluated & Rated by:

  
**MARION G. BURLAS**  
Dept/Unit Head


Date: 08-27-24

Recommending Approval:

  
**MARIO LILIO P. VALENZONA**  
Dean/Director

Date: 08-27-24

Approved by:

  
**ELWIN JAY V. YU**  
Vice President

Date: 09-19-24

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

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Motor Pool/PPO

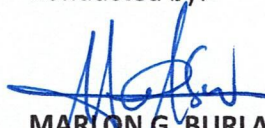
Head of Office: MARLON G. BURLAS

Number of Personnel: 20

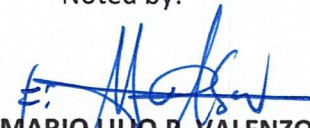
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Meeting with Motor Pool personnel (February 8, 2024)  Meeting with Motor Pool (March 15, 2024)			
Coaching	Staff on April 5, 2024  Staff on May 10, 2024				

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**MARLON G. BURLAS**  
 Head, Motor Pool 08-27-24

Noted by:

  
**MARIO LILIO P. VALENZONA**  
 Director, PPO 08-27-24




**TRACKING TOOL FOR MONITORING TARGETS**

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
<b>Motor Pool MFO 1. Administrative and Facilitative Service</b>								
PI 1. Management of standard government document acted and served	1. Monitors of government documents received, acted and served	MG Burlas & / V. Asilom, M. Lao, A. Armada	January – June 2024					Quarterly
	2. Prepares RIS, PR's, PPMP, DTR, Travel Orders, Vouchers, Payroll, Job request, etc.	MG Burlas / V. Asilom, M. Lao, A. Armada	January – June 2024					Quarterly
	3. Prepares accomplishment report, Inspection and waste materials report	MG Burlas /V. Asilom A. Armada	January – June 2024					Quarterly
	4. Efficient customer friendly frontline services	All Motor Pool personnel	January – June 2024					Quarterly
<b>Motor Pool MFO 2. Operation and Maintenance Heavy &amp; Light Vehicles</b>								
P2 1. Number of vehicles monitored and maintained	1. Prepares the assessments of vehicles condition and operation	MG Burlas A. Armada & R. Muaña Operator & Drivers	January – June 2024					Quarterly
	2. Monitors operation, repairs and maintenance	MG Burlas V. Asilom A. Armada M. Lao	January – June 2024					Quarterly
	3. Conduct repair and maintenance	A.Armada, R. Muaña, R. Oracion E. Orendain E. Bagarinao & 5 JO's, VSU Drivers &	January – June 2024					Quarterly

		Heavy Equip. Operators						
	4. Conduct workshop and garage cleaning and orderliness	All Motor Pool personnel, Drivers and Operator	January – June 2024					Quarterly
<b>Motor Pool MFO 3. Administrative support services ( Land Preparation, Ground leveling &amp; Site Development</b>								
P3 1. Number of prepared land and site for demonstration farm								
	1. Monitors land for scraping, plowing & furrowing	MG Burlas V. Asilom A. Armada M. Lao	January – June 2024					Quarterly
	2. Prepares and assess land for plowing and furrowing	MG Burlas V. Paderes, & 2 JO's	January – June 2024					Quarterly
	3. Conduct land plowing and Furrowing	V. Paderes & 2 JO's	January – June 2024					Quarterly
P3 2. Number of ground improvement for new and existing projects								
	1. Monitors land and site development, leveling and improvement	MG Burlas A. Armada J. Vecina, A. Cortez E. Sopa	January – June 2024					Quarterly
	2. Assess land and site development, leveling and improvement	MG Burlas V. Paderes, J. Vecina, A. Cortez E. Sopa and 2 JO's	January – June 2024					Quarterly
	3. Conduct backfilling, leveling and scraping	J. Vecina, A. Cortez V. Paderes, And 2 JO's	January – June 2024					Quarterly

Prepared by:

  
**MARLON G. BURLAS**  
 Head, Motor Pool/PPES

08-27-24



### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JAIME A. CABALLERO  
Performance Rating: January – June 2024

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: January 5, 2024      Target Date: March 22, 2024

First Step:

Orientation on safe and unsafe condition

Result:

Application at workplace

Date: April 5, 2024      Target Date: June 28, 2024

Next Step:

Materials handling and storage

Outcome: Orderliness at respective vehicles

Final Step/Recommendation:

Awareness on safety and tidiness of vehicles

Prepared by:

  
**MARLONG G. BURLAS**

Head, Motor Pool 08-27-24

Conforme:

  
**JAIME A. CABALLERO**

Name of Ratee Staff 08-23-24





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: **JANUARY – JUNE 2024**

Name of Staff: **JAIME A. CABALLERO**

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

<b>A. Commitment (both for subordinates and supervisors)</b>		<b>Scale</b>				
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
<b>Total Score</b>		55				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		<b>Scale</b>				
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
<b>Total Score</b>						
<b>Average Score</b>						
Overall recommendation:						

  
**MARLON G. BURLAS**  
 Head, Motor Pool 08-27-24