



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MARVIN M. LAO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.26	70%	2.98
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.39
TOTAL NUMERICAL RATING			4.37

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.37

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

VINCENT PAUL C. ASILOM

Clerk 08-28-24

Reviewed by:

MARLON G. 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



MOTOR POOL SERVICES UNIT

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marvin M. Lao, 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


MARVIN M. LAO
 ADM. AIDE IV 08-27-24


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

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. Administrative and Facilitative Services									
	PI 1: Number of standard government forms preparation	MPSU Alternate dDRC, Recording of Fuel Consumption, Preparation of MSPU Staff's Generated DTR, Application for Leave, Pass Slip, Payroll for Job Order Personnel, Travel Order Form, Daily Time Record for Job Order Personnel.	750	845	4	4	4	4.00	. Motor Pool Services Office
	PI 2: Receiving, recording & processing of administrative documents coming in & out of Motor Pool	Received and Task for Signature for Approval of Trip Ticket, Job Requests & Physical Plant Service Request Form and record at System. . Record or control some PPO ISO Forms .Follow-up Payroll & Other documents	400	624	5	4	4	4.66	. Motor Pool Services Office .Admin. Building & Dept. concerns


	PI 3: Documents filling	.Sorting/consolidating & filling of documents	350	386	4	4	4	4.00	. Motor Pool Services Office
Motor Pool MFO 2. Frontline Services									
	P2 1: Efficient and costumer-friendly frontline services	. Zero percent compliant from clients served	90%	100%	5	5	5	5.00	. Motor Pool Services Office
Motor Pool MFO 3. Office Cleaning									
	P3 1: No. of Office Cleaned	. Cleaning of Motor Pool Office	1	1	4	4	3	3.66	.Motor Pool Office
Total Over-all Rating								21.32	

Average Rating (Total Over-all rating divided by 4)		4.26
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

DOCUMENT CONTROL
& RECORDS KEEPING

Evaluated & Rated by:


MARLON 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
	2 nd	
	3 rd	
	4th	

Name of Office: Motor Pool/PPO


Head of Office: MARLON G. BURLAS

Number of Personnel: 20

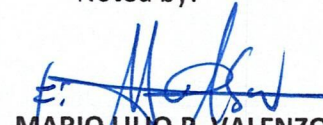
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Meeting with Motor Pool personnel (February 8, 2024) Meeting with Motor Pool (March 15, 2024)			
Coaching	Staff on April 5, 2024 Staff on May 10, 2024				

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 st Week	2 nd Week	3 rd Week	4 th Week	
Motor Pool MFO 1. Administrative and Facilitative Service								
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
Motor Pool MFO 2. Operation and Maintenance Heavy & Light Vehicles								
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
Motor Pool MFO 3. Administrative support services (Land Preparation, Ground leveling & Site Development								
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: MARVIN M. LAO
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 workplace

Final Step/Recommendation:

Tidiness and orderliness are being observe

Prepared by:


MARLONG G. BURLAS

Head, Motor Pool 08-27-24

Conforme:


MARVIN M. LAO

Name of Ratee Staff 08-23-24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY – JUNE 2024**

Name of Staff: **MARVIN M. LAO**

Position: **ADMINISTRATIVE AIDE IV**

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		56				
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

Head, Motor Pool 08-27-24