



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: AMIEL R. ARMADA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.48	70%	3.13
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.50

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.50

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

VINCENT PAUL C. ASILOM

Name of Staff

Reviewed by:

MARLON G. BURLAS

Department/Office Head

Recommending Approval:

MARIO LILIO P. VALENZONA

Dean/Director

Approved:

DANIEL LESLIE S. TAN

Vice President

Vision:


A globally competitive university for science, technology, and environmental conservation.

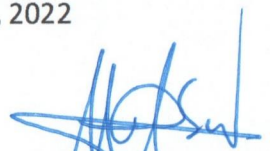
Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Amiel R. Armada, of the MOTOR POOL SERVICE/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 July to December, 2022


AMIEL R. ARMADA
ADM. ASST. V

Approved: 
MARLON G. BURLAS
Head, Motor Pool

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: No. of doors & windows opened daily	. Monitoring of daily maintenance	30	30	5	5	5	5.00	. Motor Pool Office Tools, stock room & working area
	PI 2: No. of rooms, building cleaned & maintained daily		10	10	4	5	5	4.66	.Motor Pool, comfort rooms, garage, Stockroom & Tool room
Motor Pool MFO 2. Ground Improvement (New Construction, etc..)									
	P2 1: No. of areas filled up, scraped, cleared & improved	. Assist to Office Head in facilitating of all request	4	6	5	5	4	4.66	. VSU Costal area. . VSU Gym. . Molave Hill . Banakon Area . Garbage area lower & upper

Motor Pool MFO 3. Ground Maintenance									
	P3 1: No. of areas maintained	. Assist to Office Head in facilitating of all request	5	5	4	4	5	4.33	Ovals (Upper & lower), F & G show, Highway perimeter fence & its borders, GSD surroundings & beach area
Motor Pool MFO 4. Land Preparation (Research Related)									
	P4 1: No. of experimental areas prepared based on job requests	. Assist to Office Head in facilitating of all request	15	35	4	4	4	4.00	. Different Experimental area or departments concern
	P4 2: No. of Trips or hauling based on job request	. Facilitate request . Scheduling of job request for operation	90	140	4	4	4	4.00	. Different requesting department concern
Motor Pool MFO 5. Repair of Heavy and Light Vehicles									
	PI 1: No. of Under chassis repair & servicing	. Canvass vehicle spare parts . Performing under chassis repair & servicing based on Job Request	15	27	5	5	4	4.66	.VSU Vehicles and equipment including external campuses
	P1 2: No. of engine tune-up; Electrical repair & servicing	. Performing engine repair & Electrical repair & servicing based on Job Request	15	17	5	5	4	4.66	.VSU Vehicles and equipment including external campuses
	P1 3: No. of Engine overhauling/changing.	. General overhaul . Top overhaul	1	3	4	5	4	4.33	. Adventure Blue (OVPREI) . Rosa Bus 01 . Strada

	P1 4: No. of trips served	. Rendered driving services to requisitioner/ end user within the specified period	20	39	5	4	5	4.66	. Tuyok . Hi-ace . Hyundai Bus . Xpander . Hilux
Motor Pool MFO 6. Operation and Maintenance of Vehicle									
	P2 1: No. of vehicles & farm equipment maintained	.Scheduling of monthly servicing . Annual Preventive Maintenance Plan	10	15	5	4	4	4.33	. Buses . Light Vehicles . Heavy & Medium equipment
Total Over-all Rating								49.30	

Average Rating (Total Over-all rating divided by 4)		4.48
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		VERY SATISFACTORY


Comments & Recommendations for Development Purpose:

TECHNICAL SKILL
ENHANCEMENT
TRAINING


Evaluated & Rated by:

Recommending Approval:

Approved by:


MARLON G. BURLAS
Dept./Unit Head


MARIO LILIO P. VALENZONA
Dean/Director


DANIEL LESLIE S. TAN
Vice President

Date: _____

Date: _____

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2022

Name of Staff: AMIEL R. ARMADA

Position: Administrative Assistant V

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

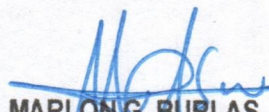
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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						

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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 : _____


MARLONG G. BURLAS
 Printed Name and Signature
 Head, Motor Pool Services

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: AMIEL R. ARMADA
Performance Rating: July – December 2022

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: July 4, 2022 Target Date: September 30, 2022

First Step:

Orientation on safe and unsafe condition

Result:

Application at workplace

Date: October 6, 2022 Target Date: December 29, 2022

Next Step:

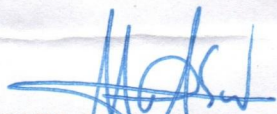
Materials handling and storage

Outcome: Orderliness at workplace

Final Step/Recommendation:

Tidiness and orderliness are being observe

Prepared by:


MARLON G. BURLAS
Head, Motor Pool

Conforme:


AMIEL R. ARMADA
Name of Ratee Staff