

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Roberto I. Oracion

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

TOTAL NUMERICAL RATING: 4.40  
Add: Additional Approved Points, if any:                       
TOTAL NUMERICAL RATING:                     

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

EDITHA F. DARGANTES  
Name of Staff

Reviewed by:

MARLON G. BURLAS  
Department/Office Head

Approved:

REMBERTO A. PATINDOL  
VP FOR ADMIN & FINANCE

**“Exhibit B”**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, Roberto I. Oracion, 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 January to June, 2018



**ROBERTO I. ORACION**

ADM. AIDE VI



Approved:

**MARLON G. BURLAS**

Head, HELVMU

| 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 |   |  |        |                       |                |                |                |                |   |
| HELVMU MFO 1. Repair of Heavy and light vehicles    |   |  |        |                       |                |                |                |                |   |
|   | PI 1: No. of engine tune up & servicing       | <ul style="list-style-type: none"> <li>Check the hydraulic paper cutter power supply; repair licking of grass cutter; grass cutter repair; check and repair of generator at CSET laboratory</li> </ul>   | 15     | 20                    | 5              | 5              | 5              | 5.00           | <ul style="list-style-type: none"> <li>Printing press; VSULHS; DAS; DFST; Library; NCRC; ISRDS</li> </ul>   |
|   | PI 2: No. of motor rewind & electrical repair | <ul style="list-style-type: none"> <li>Rewinding to 220V; check and repair electrical wiring; check and repair dimmer switch; check horn, replace wiper blade; check park light; high beam; brake light; replace/check head light &amp; signal light; check-up park light &amp; wiper; check/repair wiper, signal light &amp; starter; check/repair</li> </ul> | 10     | 11                    | 5              | 5              | 5              | 5.00           | <ul style="list-style-type: none"> <li>Nebulizer (Information Office); Adventure (OVPRE); Vehicle (Isabel); Strada; T Hi-ace; Rosa Bus 01; Kia Combi; Caravelle; Mit. L-200;</li> </ul> |

|                                  |                                |   |   |   |   |   |   |       |                                     |
|----------------------------------|--------------------------------|---|---|---|---|---|---|-------|-------------------------------------|
|                                  |                                | signal light & brake light; check-up brake light, signal hazard light; check/repair horn, signal light; replace automatic shot off switch; check-up/repair turn switch/signal light bulb; check dashboard indicator; replace electric motor of lathe machine from single phase to three phase |   |   |   |   |   |       | NARC Adventure                      |
| HELVMU MFO 2. Ground Maintenance |                                |   |   |   |   |   |   |       |                                     |
|                                  | P2 1: No. of ground maintained | • Cleaning of HELVMU surroundings & working area  | 1 | 2 | 4 | 3 | 2 | 3.00  | • HELVMU surrounding & working area |
|                                  |                                |   |   |   |   |   |   |       |                                     |
| Total Over-all Rating            |                                |   |   |   |   |   |   | 13.00 |                                     |

|   |  |                   |
|---|--|-------------------|
| 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:**

\* Training on Basic Occupational Safety and Health (BOSH)

\* Technical Seminar on Electro-magnetic Sensor

Evaluated & Rated by:

  
**MARLON G. BURLAS**  
 Unit Head, HELVMU

Date: \_\_\_\_\_

Recommending Approval:

  
**MARIO LILIO P. VALENZONA**  
 Director, GSD

Date: \_\_\_\_\_

Approved by:

  
**REMBERTO A. PATINDOL**  
 Vice President for Admin. & Finance

Date: \_\_\_\_\_

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2018

Name of Staff: Roberto I. Oracion

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  |   | √     |   |   |   |   |
| 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: Roberto I. Oracion  
Performance Rating: January – June 2018

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: January 16, 2018 Target Date: March 31, 2018

First Step:  
Orientation on safe and unsafe condition

Result:  
Application at the workplace

Date: April 17, 2018 Target Date: June 30, 2018

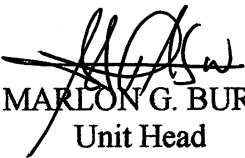
Next Step:  
Materials handling and storage

Outcome: Orderliness at workplace


Final Step/Recommendation:

Tidiness and orderliness are being observe

Prepared by:

  
MARLON G. BURLAS  
Unit Head

CONFORME :

  
ROBERTO I. ORACION  
ADM. AIDE VI