

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: VERGITE C. MELITON

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	70%	4.16	2.91
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	30%	4.66	1.39
TOTAL NUMERICAL RATING	4.30		

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.30

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:

VINCENT PAUL ASILOM  
Name of Staff

MARLON G. BURLAS  
Head HEL VMU

Recommending Approval:

MARIO LILIO P. VALENZONA  
Director, GSD


Approved:

REMBERTO A. PATINDOL  
VP For Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Vergite Meliton, 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, 2019

  
VERGITE MELITON  
MACHINIST II

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 & light Vehicles									
	PI 1: No. of Body repair & fabrication (metal & steel works)	. Build-up machine hanger pins & shockle, transmission level shifter, rotor jack pin, track shoe roller, center link adjuster . Fabrication and threading push rod, repair accelerator rod & carburator, center post bushing on pittman arms, welding, installation of starter bushing of 4D10engine, machining steering rod, pipe nipples, align propeller power take off, planetary gear, plain washer, installation of side mirror post center bushing, & ball joint,	10	16	5	5	5	5.00	. Ford Tractor . Backhoe . WSSMU . Elf 250 . Hi-ace . Rosa bus 02 . Bus 36 & 37 . L-200 . Land Cruiser . Garbage Truck . Tuyok . Grass cutter . Adv. Blue . Hilux . Kia Combi

		welding & machining of propeller shaft, welding side link adjuster & machining . Reface brake drum, door hinges 4pcs., planetary drum, resetting/welding of sun gear .Repair & machining tie rod end, door hinges, wiper bushing & spring pin, oil sender stopper							
HELV MU MFO 2. Ground Maintenance									
	P2 1: No. of grounds maintained	.Cleaning of motorpool surrounding	1	1	3	4	3	3.33	. Motorpool surrounding
Total Over-all Rating								8.33	

Average Rating (Total Over-all rating divided by 4)		4.16
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		Very Satisfactory


Comments & Recommendations  
for Development Purpose:

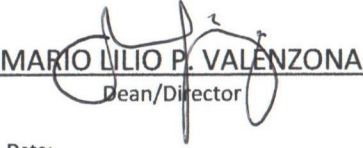
Basic Occupational  
Safety & Health training

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, 2019

Name of Staff: VERGITE C. MELITON

Position: Machinist II

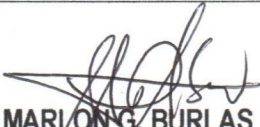
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		56				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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**  
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VERGITE C. MELITON  
Performance Rating: July – December 2019

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: July 17, 2019                      Target Date: September 3, 2019

First Step:  
Orientation on safe and unsafe condition

Result:  
Application at the workplace


Date: October 16, 2019                      Target Date: December 27, 2019

Next Step:  
Materials handling and storage

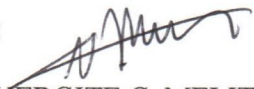
Outcome: Orderliness at respective equipment

Final Step/Recommendation:  
Tidiness and orderliness are being observe

Prepared by:

  
MARLON G. BURLAS  
Head, HELVMU

Conforme:

  
VERGITE C. MELITON  
Name of Ratee Faculty/Staff