



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFPHY

Annex P

Name of Administrative Staff: **CLINT C. SARVIDA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.031
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	30%	1.299
TOTAL NUMERICAL RATING			4.33

TOTAL NUMERICAL RATING: 4.33

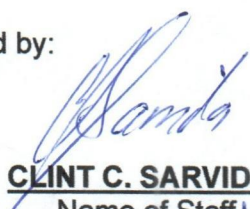
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.33


FINAL NUMERICAL RATING 4.33

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


CLINT C. SARVIDA
Name of Staff 1/12/24

Reviewed by:


MARLON G. BURLAS
Department/Office Head 1/15/24

Recommending Approval:


MARIO LILIO VALENZONA
Dean/Director 1/15/24

Approved:


EDGARDO E. TULIN 1/19/24
Vice President

INDIVIDUAL PERFORMANCE COMMENT & REVIEW FORM (IPCR)

I, CLINT C. SARVIDA of the POWER PLANT & ELECTRICAL SERVICES under the PHYSICAL PLANT OFFICE commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: JULY- DECEMBER 2023

Approved:

CLINT C. SARVIDA

Ratee

1/12/24

MARLON G. BURLAS

Unit, Head

1/15/24

MFO & Performance Indicators	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
FMO1-Program of Work and Cost Estimates	PI 1. 1 No. Detailed Electrical Design layout and Cost Estimates based on Electrical	Preparation of program layout details and Cost estimates	30	35	5	4	4	4.333	
FMO2-Project Implementation	PI 1.2 Monitoring of implementation electrical works under Infra Project	Monthly Inspection, Evaluation, testing and assesment of electrical works and layouts on implemented infra project	28	30	5	4	4	4.333	
FMO3- Administrative Services	PI 1.3 No. of Progress Reports Recommendation, Purchase Requests.	Preparation of Accomplishment Reports, Purchase Requests, and otaher related documents.	30	35	5	4	4	4.333	
Total Over-all Rating								13	
Average Rating (Total Over-all rating divided by 4)					4.33	Comments & Recommendations for Development Purpose: Basic Occupation safety and health			
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING					4.33				
ADJECTIVAL RATING					VS				

Evaluated & Rated by:

Recommending Approval:

Approved by:

MARLON G. BURLAS

Supervisor

1/15/24

MARIO LILIO VALENZONA

Director, PPO

1/15/24

EDGARDO E. TULIN

Vice President

1/19/24

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2023

Name of Staff: CLINT C. SARVIDA

Position: Engineer II

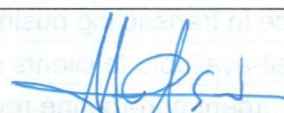
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	52				
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	4.33				

Overall recommendation :


MARLON G. BURLAS
 Printed Name and Signature
 Head of Office 1/5/24

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
 Development of a highly competitive human resource, cutting-edge scientific knowledge
 and innovative technologies for sustainable communities and environment.

Page 2 of 2
FM-HRM-26
 V0 11-12-2021

No.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CLINT C. SARVIDA

Performance Rating: JULY- DECEMBER 2023

To develop skills and abilities in the organization needed to effectively performed the task.

Proposed Interventions to Improve Performance:

Date: JULY 2023 Target Date: NOVEMBER 2023

First Step: Working as a team

Result: Improve intra-personal relationship

Date: AUGUST 2023 Target Date: DECEMBER 2023


Next Step: Collaboration in the organization

Outcome: Building a working team


Final Step/Recommendation:

Effectively delivered the required service

Prepared by:


MARIO G. BURGOS
Supervisor 1/15/24

Conforme:


CLINT C. SARVIDA
Name of Ratee Faculty/Staff 1/12/24