



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: VINCENT PAUL C. ASILOM

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.44	70%	3.10
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	30%	1.32
TOTAL NUMERICAL RATING			4.42

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.42

ADJECTIVAL RATING: Very Satisfactory

Prepared by: _____

VINCENT PAUL C. ASILOM
Admin. Aide I

Reviewed by: _____

MARLON G. BURLAS
Head, Motor Pool

Recommending Approval: _____


MARIO LILIO P. VALENZONA
Director, PPO


Approved: _____

DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Vincent Paul C. Asilom, 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 July to December, 2021


VINCENT PAUL C. ASILOM
 ADM. AIDE I

Approved: 
MARLON G. BURLAS
 Head, Motor Pool, Services

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 letter and standard government forms preparation	Preparation of ISO Forms for vehicle & Equipment, Letters, Vouchers, Payrolls, RIS, PR's, Application for leave, PO's, Canvass, Request of Quotation, DTR, Travel Order, Trip Ticket, Waste Material Report, Inspection & Acceptance Report, Liquidation, Itinerary of Travel, Billing Vouchers, Appointment/JO, IPCR, PPMP, Cash Advance.	1600	1950	5	5	4	4.66	. Motor Pool Services Office . PPO
	PI 2: Receiving, recording & processing of administrative documents coming in & out of Motor Pool	. Record job requests & Physical Plant Service Request Form . Assign drivers & vehicle for every trip request . Distributing of Trip tickets to drivers . Record or control some	850	890	5	4	4	4.33	. Motor Pool Services Office . Admin. Building & Dept. concerns

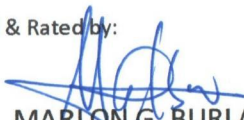
		PPO ISO Forms .Follow-up Payroll & Other documents							
	PI 3: No. of spare parts; materials & lubricants record on stock cards	. Recording on stock cards for withdrawal of spare parts; materials & lubricants	200	200	5	5	4	4.66	. Motor Pool Services Office
	PI 4: Documents filling	.Sorting/consolidating & filling of documents	600	850	5	5	4	4.66	. 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	2	3	4	3	3.33	. Motor Pool Services Office
Total Over-all Rating								26.64	

Average Rating (Total Over-all rating divided by 4)		4.44
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		VERY SATISFACTORY

**Comments & Recommendations
for Development Purpose:**

• Document control
and records keeping

Evaluated & Rated by:


MARLON G. BURLAS
Dept/Unit Head

Date: _____

Recommending Approval:


MARIO LILIO P. VALENZONA
Dean/Director

Date: _____

Approved by:


DANIEL LESLIE S. TAN
Vice President

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2021

Name of Staff: VINCENT PAUL C. ASILOM

Position: Administrative Aide I

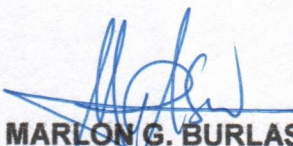
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Score	Total				
	53				
4.41					
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
 Printed Name and Signature
 Head, Motor Pool

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VINCENT PAUL C. ASILOM

Performance Rating: July - December 2021

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: July 9, 2021 Target Date: September 30, 2021

First Step:

Orientation on safe and unsafe condition

Result:

Application at workplace

Date: October 8, 2021 Target Date: December 31, 2021

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:


VINCENT PAUL C. ASILOM
Name of Ratee Staff