## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Charie Mark F. Cutamora

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight (3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|-----------------------|---|
| Numerical Rating per IPCR   | 4.25                    | 70%                   | 2.97                                    |
| Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.58                    | 30%                   | 1.37                                    |
|   | тот                     | TAL NUMERICAL RATING  | 4.34                                    |
| TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:      |                         | 4.34                  |   |
| ADJECTIVAL RATING:  | Very Satisfa            | ctory                 |   |
| Prepared by:  | Reviewe                 | ed by:                | 2006                                    |
| Z.  |                         | A                     | # Non                                   |
| EDITHA F. DARGANTES   |                         | MARLON ( Department,  |   |

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN

HEAVY EQUIPMENT & LIGHT VEHICLE MAINTENANCE UNIT Visayas State University

Visca, Baybay City, Leyte

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, Charlie F. Mark Cutamora, 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, 2017.

CHARLIE MARK F. CUTAMORA

/ Head, HELVMU

Adm. Aide III

Date:

|   |                         |   |       |  |        |                       |         | Ke         | Kating   |                                      |   |
|---|-------------------------|---|-------|--|--------|-----------------------|---------|------------|--|--------------------------------------|---|
| MFO No.   | MFO<br>Descrip-<br>tion | Success Indicator (SI)                      |       | Task Assigned  | Target | Actual Accomplishment | Quality | Efficiency | ssəniləmiT   | Average                              | Remark  |
|   | bare moisensois         | Cunnort Conside                             |       |  |        |                       |         |            |  | 100                                  |   |
| UMPC 6. General Administration and maintenance of vehicle | ation and main          | tenance of vehicle                          |       |  |        |                       |         |            |  |                                      |   |
| 0=3 1=4.8 >2=5.0 PI 1: Number of trips served             | PI 1: Numbe             |   | 1.00% | . Rendered driving services to requesitioner/enduser within the specified period | 75     | 82                    | 2       | 5          | 2  | 2.00                                 | . Rosa Bus 01 & 02; L-200; Land<br>Cruiser, Bus 36; Supply Truck, Kia<br>Combi; Pajero; Adventure |
|   |                         |   |       |  |        |                       |         |            |  |                                      | Rosa Bus 01:1-200: Land   |
| 1.5 - 2.0 = 4.8   | PI 2: No. of v          | PI 2: No. of vehicles maintenance monitored | 1.00% | . Undertakes monitoring of the assigned vehicles                                 | 2      | 4                     | 2       | 2          | 2  | 2.00                                 | Cruiser, Kia Combi  |
|   | PI 3: No. of vehic      | cles rendered check-up                      | 1.00% | . Undertakes check-up & renders minor repair                                     | 2      | 25                    | 2       | 4          | е  | 4.00                                 | . Rosa Bus 01; L-200; Land Cruiser  |
|   | P14: No. c              | P1 4: No. of garage maintained and clean    |       | . Undertakes cleanliness of the garage area                                      | -      | -                     | က       | ю          | <b>е</b>   | 3.00                                 | . PPO Garage  |
|   |                         |   |       |  |        |                       |         |            | Comments and the same of the s | aborganistic designation of the con- |   |

| 1  |   |  | 10.71   |  |
|--|---|--|---|--|
| Total Over-all Rating                              |   |  | 0.00 0.00 0.00 4.25                           |  |
| Average Rating                                     |   |  | Von Catioforton                               |  |
| Adjectival Rating                                  |   |  | Very Sausiación y                             |  |
| Received by:  (TERESITA L. QUIÑANOLA  PRPEO  Date: | REMBERTON. PATINDOL Chairman, PMT Date: | Recommending Approval:  REMBERTO A. PATINDOL  Vice Pres. for Admin. & Finance  Date: | Approved:  EDGARGO E. TULIN  President  Date: |  |

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December, 2017

Name of Staff: Charlie Mark F. Cutamora

Position: Adm. Aide III

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 | <b>Descriptive Rating</b> | 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)  |            | S | cale | Э  |    |
|------|---|------------|---|------|----|----|
| 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-<br>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   | <b>(5)</b> | 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                             | 3          | 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   | M          |   | 4    | 87 |    |
| B.   | Leadership & Management (For supervisors only to be rated by higher supervisor)   |            | ( | Scal | е  |    |
| 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  |

|    | Average Score   |   |   |   |   |   |
|----|---|---|---|---|---|---|
|    | Total Score   |   |   |   |   |   |
| 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 |   |
| 4. | Accepts accountability for the overall performance and in delivering the output required of his/her unit.   | 5 | 4 | 3 | 2 |   |
| 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 |
| 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 |

| Overall recommendation    |  |
|---------------------------|--|
| Overall reconfinentiation |  |

MARLON G. BURLAS Name of Head