

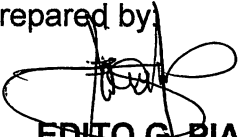
COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF


Name of Administrative Staff: EDITO G. PIAMONTE

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2 X 3)
1. Numircal Rating per IPCR	4.83	0.70	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
	TOTAL NUMERICAL RATING		4.83

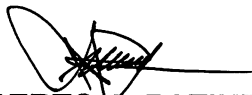
TOTAL NUMERICAL RATING: 4.83
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.83


ADJECTIVAL RATING: OUTSTANDING

Prepared by:

EDITO G. PIAMONTE
Name of Staff

Reviewed by:

ALICIA M. FLORES
Department/Office Head

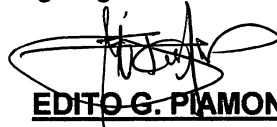
Recommending Approval:



REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Approved:

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Edito G. Piamonte**, of the **SUPPLY, PROCUREMENT & PROPERTY MANAGEMENT OFFICE** 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 2018**.


EDITO G. PIAMONTE
 Ratee


ALICIA M. FLORES
 Head, Property Office

FO 6: General Administration and Support Services									
OVPAF MFO 8: Supply & Property Management Services									
MFO/PAPS	Program/Activities Undertaken	Task Assigned	Accomplishment July to December 2018		Rating				Remarks
			Target	Actual	Q ¹	E ²	T ³	A ⁴	
SPPMO MFO 1: Administrative and Support Services Management									
PI 1: Efficient and customer friendly Services	A 1: Frontline services	T 1: Serves and attends to cleints requests and inquiries regarding waste materials.	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
PI 2: Efficient Office Management and Maintenance	A. 1: No. of hours spent for cleaning the bodega and surroundings	T 1: Cleans the bodega and surroundings	70	100	5	5	5	5.00	
PMO MFO 8.3 Distribution Management									
PI 1: Receipt of RIS and issuance of Supplies, Materials and Equipment	A.1: No. of hours performed in the delivery of supplies/materials to end-users.	T 1: Assists in the delivery of supplies and materials	40	50	5	5	4	4.67	
	A.2: No. of hours performed in the loading and unloading of supplies and materials	T 2: Assists in the loading and downloading of supplies and materials	50	75	5	5	4	4.67	

PMO MFO 8.4 Inventory Management									
PI 3: Physical inventory taking	A. 1: No. of items correspondingly verified & checked	T 1: Conducts physical inventories on all property, equipment issued to staff and employees of the university	50	80	5	5	5	5.00	
PMO MFO 8.5 Disposal Management									
PI 1: Receipt and collection, of Waste Materials & Unserviceable Properties	A. 1: Percentage of unserviceable properties/waste materials received and collected from different units/offices/centers	T 1: Collects and receives waste materials and unserviceable PPE from different units/offices/centers	100%	100%	5	5	4	4.67	
PI 2: Preparation of Waste Materials Report (WMR) and Inventory and Inspection Report (I & I Report)	A. 1: No. of WMR prepared and printed	T 1: Prepares and prints Waste Material Reports	100	145	5	5	4	4.67	
	A.2: No. of I & I R prepared and printed	T 2: Prepares and prints Inventory & Inspection Report	30	55	5	5	4	4.67	
	A.3 : Percentage of unserviceable properties listed for inspection and evaluation by Vsu Disposal Committee	T 3: Lists unserviceable properties for submission to the VSU Disposal Committee	100%	100%	5	5	5	5.00	
	A. 4: No. of cancelled ARE/ICS made in the individual folders	T 4: Cancels ARE/ICS base on returned unserviceable item or waste	150	250	5	5	4	4.67	
PI 3: Segregation, evaluation and inspection of waste materials/ unserviceable properties,	A. 1: Percentage of waste materials/unserviceable properties segregated/grouped by kind and by lot	T 1: Segregates or groups waste materials and unserviceable properties by lot	100%	100%	5	5	4	4.67	
	A. 2: No. of items group and weighed by lot	T 2: Weighs unserviceable properties per kilo by lot	25	31	5	5	5	5.00	
	A. 3: No. of hours performed in assisting the Disposal Committee during the conduct of inspection and evalaution of unserviceable properties for public auction	T 3: Assists the Disposal Committee in the inspection and evaluation of unserviceable properties for public auction.	10	20	5	5	5	5.00	

PI 8: Inspection and disposal of working animals	A.1: No. of hours performed in witnessing the Inspection /disposal of the sale/death of animals 15 mins. after receipt of request	T 1: Conducts inspection of disposal on sale or death of animals owned by the university	20	24	5	5	5	5.00	
Total Over-all Rating					70.00	70.00	63.00	67.67	
								67.67	

Average Rating (Total Over-all rating divided by 14)			4.83
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Comments & Recommendations for Development Purposes:

Attended Seminar on Work-life flexibility conducted by POAP.


Evaluated and Rated by:

Recommending Approval:


Approved by:



ALICIA M. FLORES
 Head, SPPMO



REMBERTO A. PATINDOL
 VP for Admin and Finance
 Date: _____



REMBERTO A. PATINDOL
 VP for Admin and Finance
 Date: _____

Date:_____

1 - quality 2- efficiency 3- timeliness 4- Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2018

Name of Staff: EDITO G. PIAMONTE Position: ADMINISTRATIVE 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	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 58				

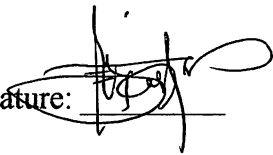
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific 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	58				
Average Score	4.83				

Overall recommendation : _____


ALICIA M. FLORES
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EDITO G. PIAMONTE

Signature: 

Performance Rating: July to December 2018

Aim: **Effective and efficient delivery of administrative services**

Proposed Interventions to Improve Performance:

Date: July 1

Target Date: December 31, 2018

First Step:

Recommended to attend Seminar-Workshop applicable to Property Custodian and as government personnel/employee such as:

- 1.) **Work-Life Flexibility to be conducted by POAP**
- 2.) **Supply and Property Management System to be conducted by COA**
- 3.) **Appraisal and Disposal of Government Property to be conducted by COA**

Result:

Attended the training on Work-Life Flexibility is scheduled on July 10-13, 2018

Date: _____ Target Date: _____

Next Step:

Outcome: **Not attended yet the recommended seminar/trainings/workshops.**

Final Step/Recommendation:

Recommended to attend seminar/training on Disposal of Government Property and Warehousing and storage management.

Prepared by:


ALICIA M. FLORES
Unit Head