#### Exhibit K

# SUMMARY OF INDIVIDUAL RATINGS FOR ADMINISTRATIVE **STAFF**

Name of Administrative Staff: ANTHONY L. BORNEO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	70%	4.16	2.91
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	30%	4.5	1.35
TOTAL NUMERICAL RATING			4.26

EQUIVALENT NUMERICAL RATING:

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

4.26

ADJECTIVAL RATING:

Very Satisfactory

Prenared hy

VINCENT PAUL ASILOM

Name of Staff

Reviewed hy:

Head HELVMU

Recommending Approval:

MARIO LILIO P. Direction, GSE

Approved:

REMBERTO A VP For Admin. & Finance

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Anthony Borneo	, of the	HELVMU/GSD	commits to deliver and agree to be rated
on the attainment of the following target	ets in accordar	nce with the indicated measure	s for the period <u>January</u> to <u>June</u> , 2019

ADM. AIDE III

Approved: MARLON G. BURLAS
Head, HELVMU

			Actual		Actual			Actual Ra	ating		Remarks	
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	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. Operation and Maintenance of Vehicle						9/						
	PI 1: Number of trip served	. Rendered driving services to requisitioner/end user within the specified period	80	94	5	5	5	5.00	. Pajero . L-200 . Strada . Rosa Bus 02 . Kia Combi . Bus 37			
	PI 2: No. of vehicles maintenance monitored	. Undertakes monitoring of the assigned vehicles; washing	4	4	4	4	3	3.66	. Pajero . Kia Combi .Strada . Bus 36			
	PI 3 No. of vehicles rendered check-up and minor repair	. Undertakes check-up & renders minor repair	2	3	4	4	4	4.00	. Pajero . Strada . Kia Combi			
	PI 4: No. of garage maintained & clean	. Undertakes cleanliness of garage area	1	1	2	1	1	4.00	.PPO Garage			

Additional Points:  Approved Additional points (with copy of approval)  FINAL RATING  ADJECTIVAL RATING  Particle Approved by:  Recommending Approval:  MARIO LILIO P. VALENZONA  Dept./Unit Head  Additional Points:  For Development Purpose:  **Recommending Approval**  **Particle Approved by:  **Approved by:  **Recommending Approval**  **Approved by:  **Approved by:  **REMBERTO X. PATINDOL Vice President*  **VICE President**  **Particle Approved by:  **PATINDOL Vice President**  **PATINDOL Vice President**  **PATINDOL Vice President**	Average Rating (Total Over-all rating divided by 4)		4.16	Comments & Recommendation
Approved Additional points (with copy of approval)  FINAL RATING  ADJECTIVAL RATING  Very Satisfactory  Very Satisfactory  Approved by:  MARIOLILIO P. VALENZONA  REMBERTO X. PATINDOL	Additional Points:			
Intel S (Fin (Fin))  Recommending Approval:  MARIO III P. VALENZONA  REMBERTO X. PATINDOL	Approved Additional points (with copy of approval)			그는 가는 그 전 그 점을 다시 한다면 하는 것을 위한 과 경험을 가입하면 수 있었다면 하면 하는데
Approved by:  MARIO LILIO P. VALENZONA  REMBERTO X. PATINDOL	NAL RATING			to Basis Desugation (
MARION G. BURLAS  Recommending Approval:  Approved by:  REMBERTO X. PATINDOL				
) begin one treat		ding Approval:		Super, & Harlter Tim
e: Date: Date:	Recomment MARLON G. BURLAS	MARIO LILIO P. VALEN	Approved by:	REMBERTO X. PATINDOL

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June, 2019
Name of Staff: Anthony L. Borneo 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	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)		5	Scale	9	
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	(3)	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.	6	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		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	5	4							
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 :	

MARYOMG/BURLAS Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Anthony L. Borneo Performance Rating: January – June 2019

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: January 17, 2019 Target Date: April 3, 2019

First Step:

Orientation on safe and ansafe condition

Result:

Application at the workplace

Date: April 18, 2019

Target Date: June 29, 2019

Next Step:

Materials handling and storage

Outcome: Orderliness at respective vehicles

Final Step/Recommendation:

Awareness on safety and tidiness of vehicles

Prepared by:

-

Conforme:

ANTHONY L. BORNEO Name of Ratee Faculty/Staff