



**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	4.38	70%	3.06
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.48

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.48

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

VINCENT PAUL C. ASILOM  
Admin. Aide I

Reviewed by:

MARLON G. BURLAS  
Head, Motor Pool

Recommending Approval:

MARIO LINO P. VALENZONA

Director, PPO

OIC, 02-09-21

Approved:

REMBERTO A. PATINDOL

Vice President

**Vision:**

A globally competitive university for science, technology, and environmental conservation.

**Mission:**

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	in & out of HELV MU	. Record or control some 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	300	340	4	5	4	4.33	. Motor Pool Services Office
	PI 4: Documents filling	. Sorting/consolidating & filling of documents	500	620	4	3	4	3.66	. Motor Pool Services Office
<b>Motor Pool MFO 2. Frontline Services</b>									
	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
<b>Motor Pool MFO 3. Office Cleaning</b>									
	P3 1: No. of Office Cleaned	. Cleaning of Motor Pool Office	1	1	4	4	4	4.00	. Motor Pool Office
<b>Total Over-all Rating</b>								26.31	

<b>Average Rating (Total Over-all rating divided by 4)</b>		<b>4.38</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		
<b>ADJECTIVAL RATING</b>		<b>VERY SATISFACTORY</b>


**Comments & Recommendations  
for Development Purpose:**

BASIC OCCUPATIONAL  
SAFETY & HEALTH

Evaluated & Rated by:

  
**MARLON G. BURLAS**  
Dept/Unit Head

Recommending Approval:

  
**MARIO LINO P. VALENZONA**  
Dean/Director  
OIG, 02-09-21

Approved by:

  
**REMBERTO A. PATINDOL**  
Vice President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

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, 2020

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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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.	1,300	1,440	5	5	4	4.66	. Motor Pool Services Office
	PI 2: Receiving, recording & processing of administrative documents coming	. Record job requests to different department . Assign drivers & vehicle for every trip request . Distributing of Trip tickets to drivers	650	800	5	5	4	4.66	. Motor Pool Services Office . Admin. Building & Dept. concerns





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

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

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12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 2020

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: July 10, 2020

Target Date: September 30, 2020

First Step:

Orientation on safe and unsafe condition

Result:

Application at workplace

Date: October 16, 2020

Target Date: December 29, 2020

Next Step:


Materials handling and storage

Outcome: Orderliness at workplace

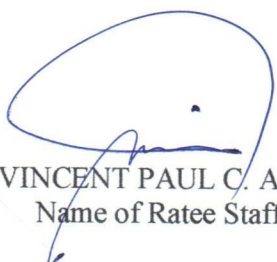
Final Step/Recommendation:

Tidiness and orderliness are being observe

Prepared by:

  
MARLON G. BURLAS  
Head, Motor Pool

Conforme:

  
VINCENT PAUL C. ASILOM  
Name of Ratee Staff