



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: JAIME A. CABALLERO

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.49 | 70% | 3.14 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.66 | 30% | 1.39 |
| TOTAL NUMERICAL RATING | | | 4.53 |

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.53

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 010, 02-09-21

Approved: _____

REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Jaime A. Caballero, 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


JAIME A. CABALLERO
ADM. AIDE III


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. Operation and Maintenance of Vehicle | | | | | | | | | |
| | PI 1: Number of trip served | . Rendered driving services to requisitioner/end user within the specified period . Conduct & Fetch VSU Faculty & Staff (BAYBAY Area) . Conduct & fetch Faculty for distribution of IM's | 60 | 90 | 5 | 5 | 5 | 5.00 | . Bus 37 . Rosa Bus 02 . Tuyok # 2 . Elf 350 . Fire Truck |
| | PI 2: No. of vehicles maintenance monitored | . Undertakes monitoring of the assigned vehicles | 2 | 4 | 4 | 4 | 5 | 4.33 | . Rosa Bus 02 . Bus 37 . Tuyok 1 & 2 |
| | PI 3: No. of vehicles rendered check-up and | . Undertakes check-up & renders minor repair | 2 | 2 | 4 | 4 | 5 | 4.33 | . Rosa Bus 02 . Bus 37 |


| | | | | | | | | | |
|-----------------------|--|---|---|---|---|---|---|-------|--------------|
| | minor repair | | | | | | | | |
| | PI 4: No. of garage maintained and clean | . undertakes cleanliness of the garage area | 1 | 1 | 4 | 4 | 5 | 4.33 | . PPO Garage |
| | | | | | | | | | |
| Total Over-all Rating | | | | | | | | 17.99 | |

| | | |
|---|--|-------------------|
| Average Rating (Total Over-all rating divided by 4) | | 4.49 |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | |
| ADJECTIVAL RATING | | VERY SATISFACTORY |

Comments & Recommendations for Development Purpose:

BASIC OCCUPATIONAL
SAFETY & HEALTH

Evaluated & Rated by:


MARLON G. BURLAS
Dept/Unit Head

Date: _____

Recommending Approval:


MARIO LILIO P. VALENZONA
Dean/Director
OIC, 02-09-21

Date: _____

Approved by:


REMBERTO A. PATINDOL
Vice President

Date: _____

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: JAIME A. CABALLERO

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 |

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.


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| | | | | | |
|--|-------|---|---|---|---|
| 12. Willing to be trained and developed | 5 | 4 | 3 | 2 | 1 |
| Score | Total | | | | |
| 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: JAIME A. CABALLERO

Performance Rating: July - December 2020

Aim: Awareness on Safety & Health at Workplace

Proposed Interventions to Improve Performance:

Date: July 10, 2020

Target Date: September 4, 2020

First Step:

Orientation on safe and unsafe condition

Result:

Application at workplace

Date: October 16, 2020

Target Date: December 29, 2020

Next Step:

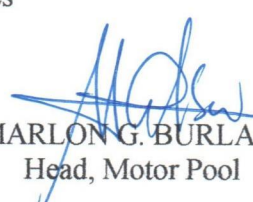
Materials handling and storage

Outcome: Orderliness at respective vehicles


Final Step/Recommendation:

Awareness on safety and tidiness of vehicles

Prepared by:


MARLON G. BURLAS
Head, Motor Pool

Conforme:


JAIME A. CABALLERO
Name of Ratee Staff