



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Mario Lilio Valenzona**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.68	70%	3.276
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.446
TOTAL NUMERICAL RATING			4.722

TOTAL NUMERICAL RATING: 4.722

Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.722

FINAL NUMERICAL RATING 4.722

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:

MARIO LILIO VALENZONA

Name of Staff

DANIEL LESLIE S. TAN

Supervisor

Approved:

DANIEL LESLIE S. TAN
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIO LILIO VALENZONA**, of the **PHYSICAL PLANT OFFICE** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **JULY-DECEMBER 2022**

Approved:

MARIO LILIO VALENZONA

Ratee

DANIEL LESLIE S. TAN


Vice President for Adm. & Finance

MFOs/PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PPO MFO1: Infrastructure Development and Maintenance	PI 1, No. of new and major repair/renovation projects implemented within spicified time frame	Monitors and supervise the implementation of new and major repair/renovation projects	90% completion of 2 Admin. Building, 1 Academic & research building and 1 IGP Blg.	90% completion of 2 Admin. Building, 1 Academic & research building and 1 IGP Blg.	5	5	4	4.67	
	PI 2, No. of regular repair and maintenance of Buildings implemented within spicified time frame	Monitors and supervise the implementation of regular repair and maintenance projects.	10 repair projects	10 repair projects	5	5	4	4.67	
GSD MFO2: Power and Electricity Services Maintenance	PI 1, No. of electrical systems for new and major repair /renovation projects implemented within spicified time frame	Monitors the implementation of electrical works for new and major repair/renovation projects	11 projects	11 projects	5	5	4	4.67	
	PI 2, No. of Electrical systems improvement and maintenance inside the building implemented as per schedule	Monitors the implementation of electrical system improvements and maintenace inside of buildings	45	45	5	5	4	4.67	
	PI 3, No. of Electrical distribution systems repair and maintenance implemented outside of buildings as per schedule	Monitors the implementation of electrical system improvements and maintenace outside of buildings	106	106	5	5	4	4.67	
	PI 1, No. of Ground improvement for new projects implemented as per schedule	Monitors the implementation of ground improvements for new projects	10	10	5	5	4	4.67	

GSD MFO3: Heavy Equipment and Light Vehicle Maintenance	PI 2, No. of Grounds maintained as scheduled	Monitors the implementation of ground maintenance	20	20	5	5	4	4.67	
	PI 3, Area of Farm/Land prepared/cleared and maintained as scheduled	Monitors the activities in land/farm preparation	20	20	5	5	4	4.67	
	PI 4, No. of Heavy equipment and Light vehicles Repaired and maintained as scheduled	Monitors the implementation of repair and maintenance of equipments & vehicles	32	32	5	5	4	4.67	
	PI 5, No. of Operations and vehicle maintenance rendered as per request	Monitors & checks vehicle operations and maintenance	90	90	5	5	4	4.67	
PPQ MFO4: Water and Sewerage System Maintenance	PI 1, No. of Water distribution systems for new and major repair/renovation projects implemented as per spicified time frame	Monitors the implementation of plumbing works for new and major repair/renovation projects	12	12	5	5	4	4.67	
	PI 2, No. of plumbing systems improvement and maitenance inside the buildings implemented	Monitors the implementation of plumbing systems improvement and maintenance inside of buildings	140	140	5	5	4	4.67	
	PI 3, No. of water distribution system repair and maintenance outside buildings implemented	Monitors the implementation of water distribution sytems improvement and maintenance outside of buildings	106	106	5	5	4	4.67	
GSD MFO5: Landscape and Waste Management	PI 1, No. of Landscapes on new buildings and infrastructures	Monitors the implementation of landscapping of new buildings & infrastructure	4	4	5	5	4	4.67	
	PI 2, No. of landscapes maintained	Monitors the implementation of landscape maintenance	4	4	5	5	4	4.67	
	PI 3, No. of Grounds maintained	Monitors the implementation of ground maintenance	4	4	5	5	4	4.67	
	PI 4, Volume of waste collected disposed and managed	Monitors the implementation of collection & disposal of garbage	250	250	5	5	4	4.67	
PPQ MFO 6: Instrumentation and laboratory facilities	PI 1, No. of Laboratory Instruments/equipment repaired	Monitors the implementation of the repairs and improvement of laboratory equipments and instruments	250	250	5	5	4	4.67	
	PI 1, Administrative and support Services performed								
	*Office documents	Recommends & signs office documents for approval such as: Appointments, PR, Job Request, & Elec. Bills.	2400	2400	5	5	4	4.67	

PPQ MFO 7:Administrative Support Management	*Janitorial/Messengerial	Monitors the activities of the personnel assigned for janitorial/messengerial services	100	100	5	5	4	4.67	
	*Construction Materials Management	Monitors the activities of the personnel assigned in receiving and posting of construction materials	15	15	5	5	4	4.67	
	PI 2, Engineering Works Monitored and coordinated:								
	*Plans and Sketches	Draft & reviews plans & sketches of the proposed projects and recommends for approval.	30	30	5	5	4	4.67	
	*Cost estimates	Reviews & checks bill of materials & cost estimates	20	20	5	5	5	5.00	
	*Surveys	Monitor and survey the sites and conditions of proposed repair/improvements projects.	5	5	5	5	4	4.67	
Total Over-all Rating					112.39				
Average Rating (Total Over-all rating divided by (24)				4.68	Comments & Recommendations for Development Purpose: <i>past degree on Engineering</i>				
Additional Points:									
Punctuality:									
Approved Additional point (with copy of approval)									
FINAL RATING				4.68					
ADJECTIVAL RATING				0					

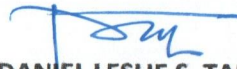
Evaluate & Rated by:


DANIEL LESLIE S. TAN
 Supervisor

Date: _____

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

Approved by:


DANIEL LESLIE S. TAN
 Vice Pres for Adm. & Finance
 Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July- December 2022

Name of Staff: Mario Lilio P. Valenzona

Position: Director PPO


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

Total Score						
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		4.82				

Overall recommendation : Attend advance management seminar/training.
Conduct benchmarking activity.


DANIEL LESLIE S. TAN
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mario Lilio Valenzona

Performance Rating: _____

Aim: To upgrade knowledge on the new technology that can be used in the Physical Plant Office

Proposed Interventions to Improve Performance:

Date: _____ Target Date: July- December 2022

First Step: Find relevant trainings / webinars

Result: Attended training workshops on the use of GPS

Attended seminar on hand waste management


Date: _____ Target Date: _____

Next Step: Attended relevant training / webinar to improve performance in the PPO

Outcome: _____

Final Step/Recommendation:

Prepared by:


DANIEL LESLIE S. TAN
Supervisor

Conforme:


MARIO LILIO VALENZONA
Name of Ratee Faculty/Staff