## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:	Benjamin V. Casta	ñas	
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.17	70%	2.91
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
	то	TAL NUMERICAL RATING	4.26
TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	_	4.26	
ADJECTIVAL RATING:	Very Satisfa	octory	
Prepared by:	Reviewe	ed by:	
EDITHA F. DARGANTES  Name of Staff		MARLON C	BURLAS Office Head

Recommending Approval:

REMBERTO A. PATINDOL Chairman, PMT

Approved:

EDGARDO E. TULIN

## Visayas State University HEAVY EQUIPMENT & LIGHT VEHICLE MAINTENANCE UNIT

Visca, Baybay City, Leyte

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, Benjamin V. Castanas, 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, 2017.

BENJAMIN V. CASTANAS HEO II

Date:

	Remark
	Average
ating	Timeliness
Re	Efficiency
	Quality
	Actual Accom- plishment
	Target

Task Assigned

Success Indicator (SI)

MFO Descrip-

MFO No.

MARLON G. BURLAS

/ Head, HELVMU

HELVMU MFO 1. Ground Improvements (New Construction, etc.)  0 = 3 1 = 4.8 > 2 = 5.0   Pl 1: No. of ground filled up, scraped, loading, h loading, h Loading; h							
1.00%							
Open cou Hauling: s filling Filling: k Clearing: c	Perimeter cleaning; miling; scraping; leveling; loading, hauling Loading; scraping; leveling; hauling Open court filling; hauling; leveling; scraping Hauling; scraping; leveling; loading; clearing; filling Filling Filling; leveling; scraping; hauling Clearing; leveling; scraping	8	σ .	. ເດ	ro.	5.00	. Sepak Takraw court; geodetic engineering building; DFST building; Labra cottage; ATI building; Spill Way (Animal Science); Gymnatorium area
1.5 - 2.0 = 4.8					· ·		
HELVMU MFO 2. Repair of heavy & light vehicles							

	P2 1: No. of Transmission/differential repair	. Swing motor repair; differential, hydraulic lifter				97			. Payloader; Backhoe; DT DH100;
		repair, travel motor repair, track shoe roller repair	4	4	2	4	4	4.33	Tractor
HELVMU MFO 3. Operate	HELVMU MFO 3. Operation & maintenance of vehicles								
	P3 1: No. of vehicle, equipment maintained	. Greasing, trouble shooting, servicing, oiling, & washing	5	2	2	4	4	4.33	. Payloader, Backhoe; Dump Truck, Tractor
<b>HELVMU MFO 4. Ground Maintenance</b>	nd Maintenance								
	P3 1: No. of surroundings cleaned and maintained	. Cleaning of helvmu surroundings & shop	-	2	3	က	က	3.00	HELVMU Office & shop
Total Over-all Rating								16.67	
Average Rating					0.00	0.00 0.00 0.00		4.17	
Adjectival Rating						Very Sa	Very Satisfactory	^	

Received by:

AERESITA L. QUIÑANOLA

REMBERTO & PATINDOL

Calibrated by:

Chairman, PMT

Approved:
EDGAGDO E. TULIN
President

Date:

PRPEO

Date:

Vice Pres. for Admin. & Finance REMBERPO A. MATINDOL Date:

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December, 2017

Name of Staff: Benjamin V. Castañas

Position: HEO II

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	<b>Descriptive Rating</b>	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)		S	cale	Э	
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		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	V	1	4	PN	
B.	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scal	е	
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

	Average Score					
	Total Score					
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
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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
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

Overall recommendation	

MARLON G. BURLAS Name of Head