



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Carlos B. Montajes

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.81


TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.81


FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: Outstanding

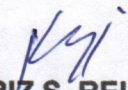
Prepared by: 
CARLOS B. MONTAJES
Name of Staff

Reviewed by: 
JANNET C. BENCURE
Immediate Supervisor

Recommending Approval:


JANNET C. BENCURE
Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs



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COLLEGE OF ENGINEERING AND TECHNOLOGY

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CARLOS B. MONTAJES, Staff of the Office of the Dean-College of Engineering and Technology, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2023.

CARLOS B. MONTAJES

Administrative Aide I

Date: 11 July 2023

JANNET C. BENCURE

College Dean


Date: 14 July 2023

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor


MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment (as of 30 June 2023)	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment (as of 30 June 2023)	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	<u>PI 3:</u> Additional Outputs	<u>A 48.</u> Other outputs implementing the new normal due to covid 19	Disinfect Offices and Classrooms in the College	20	20	5	5	4	4.7	
		Number of academic lecture/laboratory rooms maintained	Regular maintenance of the cleanliness of laboratory room	20	20	5	5	4	4.7	
		Number of cleaning materials and tools maintained	Clean and maintained cleaning materials and tools	20	20	5	5	4	4.7	
		Area of lawn maintained (sq.m, approx.)	Maintenance of surroundings	3700	3700	5	5	5	5.0	
Number of Performance Indicators Filled-up						5				
Total Over-all Rating						24.000				
Average Rating						4.800				
Adjectival Rating						Outstanding				
Comments & Recommendations for Development Purpose:										
Recommended to attend relevant trainings/workshops to acquire additional skills.										

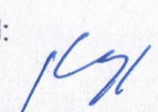
Evaluated and Rated by:


JANNET C. BENCURE
 College Dean
 Date: 14 July 2023

Recommending Approval:


JANNET C. BENCURE
 College Dean
 Date: 14 July 2023

Approved:


BEATRIZ S. BELONIAS, Ph.D.
 Vice Pres. for Academic Affairs
 Date: 17 July 2023

PERFORMANCE MONITORING FORM

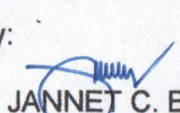
Name of Employee: Carlos B. Montajes

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Disinfect CET Office and its classrooms	20	January 3, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfactory	
2	Regular maintenance of the cleanliness of classrooms and laboratory rooms	20	January 3, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfactory	
3	Clean and maintained cleaning materials and tools	20	January 3, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfactory	
4	Maintains the order and cleanliness of the lawn and the surroundings areas of College of Engineering Building compound	3700 sq.m.	January 3, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


JANNET C. BENCURE
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: CARLOS B. MONTAJES

Position: Adm. 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
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		57				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
NOT INCLUDED						
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		58				
Average Score		4.83				

Overall recommendation : Recommended to attain relevant trainings / workshops to acquire additional skills.


JANNET C. BENCURE

Printed Name and Signature
Head of Office



Employee Development Plan

Name of Employee: **Mr. Carlos B. Montajes**

Performance Rating: **4.75 (O)**

Aim: Mr. Montajes to become an effective and efficient in-charge of CET Lawn maintenance under the CET Committee on Building, Lawn, and Heavy Equipment Maintenance in Support to CET's Program on Accreditation and Certification

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: June 2023

First Step

- Continual supervision of the CET Committee on Building, Lawn, and Equipment Maintenance and orientation of the Chairman and members of the committees on their functions and responsibilities.

Results:

- Resilient Committee on Building, Lawn, and Equipment and issuance of Appointment of committee members and designating **Mr. Montajes** as In-charge of the lawn maintenance and cleanliness of classrooms and the Dean's Office in the old Engineering Building
- Working knowledge on the 5S principles

Date: July 2023

Target Date: December 2023

Next Step:

- Continuous implementation of the plans and programs on the maintenance of the CET lawn and cleanliness of classrooms and office in the old Engineering Building following 5S principles

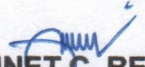
Outcomes:

- Properly maintained lawn, classrooms and office space of the old Engineering Building following 5S principles


Final Steps/Recommendations:

- Standardize and implement the procedures in the maintenance of the lawn, classrooms and office space of the old Engineering Building following 5S principles
- Conduct regular Continuous Quality Improvement (CQI)

Prepared by:


JANNET C. BENCURE
Dean, CET

Conforme:


CARLOS B. MONTAJES
Admin. Aide I