


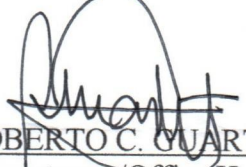
COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

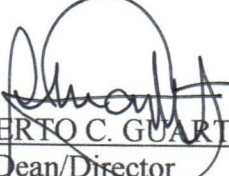
Name of Administrative Staff: ANELITO C. PERNITO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.933	70%	3.453
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.929

TOTAL NUMERICAL RATING: 4.929  
Add: Additional Approved Points, if any: -  
TOTAL NUMERICAL RATING: 4.929  
FINAL NUMERICAL RATING 4.929  
ADJECTIVAL RATING: Outstanding

Prepared by:   
ANELITO C. PERNITO  
Name of Staff

Reviewed by:   
ROBERTO C. GUARTE  
Department/Office Head

Recommending Approval:   
ROBERTO C. GUARTE  
Dean/Director

Approved:   
BEATRIZ S. BELONIAS  
Vice President



Visayas State University  
**College of Engineering**

Visca, Baybay City, 6521-A, Leyte, Philippines

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ANELITO C. PERNITO, Staff of the Office of the Dean-College of Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2019

**ANELITO C. PERNITO**

Adm. Aide I

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

**ROBERTO C. GUARTE**

College Dean

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

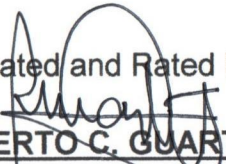
Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor


MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accom- plishment (Jul - Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 6	General Admin. & Support Services (GASS)	PI 6. Number of academic lecture/laboratory rooms maintained	Maintains the cleanliness	Maintains the cleanliness	11	11	5	5	5	5.0	

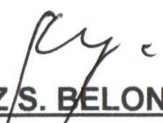
MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accom- plishment (Jul - Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		<b>PI 8.</b> Area of lawn maintained (sq.m, approx.)	Cleanliness of POTC & workshop surroundings	Maintenance of surroundings	220	220	5	5	5	5.0	
		<b>PI 10.</b> Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	
		<b>PI 11.</b> Additional Outputs									
		Number of students activities/examination assisted	Assisted in student activities and proctor student examination	Assisted in student activities and proctor student examination	10	90	5	4	5	4.7	
		Number of times building opened and closed	Opened and closed Crop Processing Building	Opened and closed Crop Processing Building	Every working days	All	5	5	5	5.0	
		Number of ornamental plants planted/propagated for POTC and College Landscaping	Planted and propagated	Planted and propagated	500	500	5	5	5	5.0	
		Number of activities done as chairman of the sub-committee on Grounds and Lawn Maintenance	Planning, implementing, monitoring and reporting	Planning, implementing, monitoring and reporting	10	10	5	4	5	4.7	



MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accom- plishment (Jul - Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of students assisted in the conduct of their research thesis	Assisted the student	Assisted the student	3	3	5	5	5	5.0	
		Number of times assisted during visits at the CPB Building	Assisted Students, visitors and other benefactors during educational tour	Assisted Students, visitors and other benefactors during educational tour	10	10	5	5	5	5.0	
		Number of times of maintenance of Supplies, materials and equipment in the CPB Laboratory Room	Maintenance of the apparatus	Maintenance of the apparatus	4 times/ week	4 times/ week	5	5	5	5.0	
Number of Performance Indicators Filled-up							10				
Total Over-all Rating							49.333				
Average Rating							4.933				
Adjectival Rating							Outstanding				
Comments & Recommendations for Development Purpose: <i>Very hardworking and resourceful. Recommended to attend trainings/seminars on "Office Equipment Calibration and Maintenance or related topics.</i>											

Evaluated and Rated by:  
  
**ROBERTO C. GUARTE**  
College Dean  
Date: \_\_\_\_\_

Recommending Approval:  
  
**ROBERTO C. GUARTE**  
College Dean  
Date: \_\_\_\_\_

Approved:  
  
**BEATRIZ S. BELONIAS, Ph.D.**  
Vice Pres. for Instruction  
Date: \_\_\_\_\_



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019Name of Staff: Anelito C. Pernito Position: Adm. Aide I

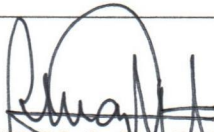
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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		59 = 4.92				
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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	4.92				

Overall recommendation : \_\_\_\_\_

  
**ROBERTO C. GUARTE**  
Name of Head



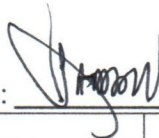
PERFORMANCE MONITORING & COACHING JOURNAL

x	1 <sup>st</sup>	Q U A R T E R
x	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

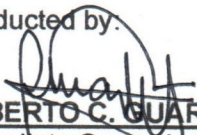
Name of Office: College of Engineering

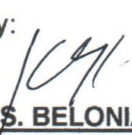
Head of Office: Dr. Roberto C. Guarte

Name of Faculty/Staff: Mr. Anelito C. Pernito

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
a. Monitoring on the Maintenance Classrooms, Laboratory rooms, and Laboratory facilities	Regular personalized monitoring of buildings, lawns, and heavy equipment	Conduct of Collegewide meeting emphasizing, among others, responsibilities of the members of the different college committees	COE Memo No. 06, s. 2019	Notices of Meeting	• Classrooms, Laboratory rooms, and Laboratory facilities maintained following the principles of 5S
b. Monitoring on the Maintenance of lawn and surrounding of the Engineering Workshop					
c. Monitoring on the Implementation and adoption of 5S in activities a and b					
II. Coaching					•
a. Coaching on the Maintenance Classrooms, Laboratory rooms, and Laboratory facilities	Series of individual coaching as needed	Conduct of Collegewide meeting emphasizing, among others, responsibilities of the members of the different college committees	COE Memo No. 06, s. 2019	Notices of Meeting	• Classrooms, Laboratory rooms, and Laboratory facilities maintained following the principles of 5S
b. Coaching on the Maintenance of lawn and surrounding of the Engineering Workshop					
c. Coaching on the Implementation and adoption of 5S in activities a and b					
d. Coaching to Implement regular Continuous Quality Improvement (CQI)					

Conducted by:   
**ROBERTO C. GUARTE**  
Immediate Supervisor

Verified by:   
**BEATRIZ S. BELONIAS**  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO



Visayas State University  
**College of Engineering**  
Visca, Baybay City, 6521-A, Leyte, Philippines

## Employee Development Plan

Name of Employee: **Mr. Anelito C. Pernito**  
Performance Rating: **4.83 (O)**

**Aim:** Mr. Pernito to become an effective and efficient in-charge of lawn maintenance and cleanliness of the classrooms, laboratory rooms, offices, CRs, and open spaces of the Plant Oil Technology Center (POTC) and its surroundings in Support to COE's Program on International Accreditation and Certification

### **Proposed Interventions to Improve Performance:**

**Date:** January 2019

**Target Date:** June 2019

#### **First Step**

- Continual supervision of the COE Committee on Building, Lawn, and Equipment Maintenance; orientation of the Chairman and members of the committees on their functions and responsibilities; and reorientation of all the members on the principles of 5S

#### **Results:**

- Resilient Committee on Building, Lawn, and Equipment and issuance of Appointment of committee members with Mr. Albarico as chairman and designating **Mr. Pernito** as In-charge of lawn maintenance and cleanliness of the classrooms, laboratory rooms, offices, CRs, and open spaces of the Plant Oil Technology Center (POTC) and its surroundings
- Working knowledge on the 5S principles

**Date:** July 2019

**Target Date:** December 2019

#### **Next Step:**

- Preparation and implementation of the plans and programs on the maintenance of the POTC lawn and cleanliness of its classrooms, laboratory rooms, offices, CRs, and open spaces


#### **Outcomes:**

- Properly maintained classrooms, laboratory rooms, offices, CRs, and open spaces following the 5S principles

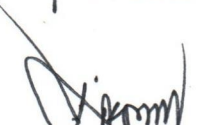
#### **Final Steps/Recommendations:**

- Standardize and implement the procedures in the maintenance of the lawn, classrooms, laboratory rooms, offices, CRs, and open spaces following 5S principles
- Conduct regular Continuous Quality Improvement (CQI)

Prepared by:

  
**ROBERTO C. GUARTE**  
Dean, COE

Conforme:

  
**ANELITO C. PERNITO**  
COE Admin Staff