



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **ROGELIO E. PONCE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.810	70%	3.367
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.817</b>


TOTAL NUMERICAL RATING: 4.817

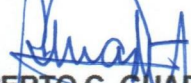
Add: Additional Approved Points, if any: \_\_\_\_\_


TOTAL NUMERICAL RATING: 4.817

FINAL NUMERICAL RATING 4.817

ADJECTIVAL RATING: Outstanding

Prepared by:   
**ROGELIO E. PONCE**  
Name of Staff

Reviewed by:   
**ROBERTO C. GUARTE**  
Dean. CET

Recommending Approval:   
**ROBERTO C. GUARTE**  
Dean/Director

Approved:   
**BEATRIZ S. BELONIAS**  
Vice President



MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of June 2021	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	
	<b>PI 3:</b> Additional Outputs	<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Disinfect CET-Annex Stock room	1	1	4	5	5	4.7	CET-Annex Stock Room
		No. of infrastructure projects implemented	Assist the Dean in planning and implementation of infrastructure projects	1	2	5	4	5	4.7	CET Student Organization Building; CET Fish Pond
		No. of on-going construction projects supervised	Supervised the on-going construction and renovations	1	2	5	5	5	5.0	CET Student Organization Building; CET Fish Pond
		Number of personnel supervised	Prepares accomplishment report, monitors, verifies, and signs DTR	5	4	4	5	5	4.7	
		Number of construction supplies requested and followed up	Prepared and estimate list of construction supplies to purchase and followed up at SPMO	5	5	4	5	5	4.7	



MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of June 2021	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
		Number of trips for hauling of construction materials	Operated tractor in hauling construction materials	5	5	5	5	5	5.0	
Number of Performance Indicators Filled-up						7				
Total Over-all Rating						33.667				
Average Rating						4.810				
Adjectival Rating						Outstanding				
Comments & Recommendations for Development Purpose: Mr. Ponce is a highly skilled foreman. I recommend him to attend Training related to Building Maintenance/Equipment Operation and Maintenance and other similar training.										

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 Academic Affairs

Date: 7/26/2021

### PERFORMANCE MONITORING FORM

Name of Employee: Rogelio E. Ponce

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-Annex Stock Room	1	January 4, 2021	Once every month	Once every month	Impressive	Very Satisfactory	
2.	Supervise on-going construction and renovations	2	January 4, 2021	June 30, 2021	June 30, 2021	Impressive	Very Satisfactory	
3.	Prepares accomplishment report, monitors, verifies, and signs DTR of construction workers	5	January 4, 2021	June 30, 2021	June 30, 2021	Impressive	Very Satisfactory	
4.	Prepares and estimates list of construction supplies to purchase and followed up at SPMO	5	January 4, 2021	June 30, 2021	June 30, 2021	Impressive	Very Satisfactory	
5.	Operates tractor in hauling construction materials	5	January 4, 2021	Once every week	Once every week	Impressive	Very Satisfactory	

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

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

Prepared by:

  
ROBERTO C. GUARTE  
 Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2021

Name of Staff: ROGELIO E. PONCE Position: Admin Aide V

**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		58 = 4.833				



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		4.83				

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

  
**ROBERTO C. GUARTE**  
 Dean, CET



**VISAYAS**  
STATE UNIVERSITY



**COLLEGE OF ENGINEERING  
AND TECHNOLOGY**

Visca, Baybay City, Leyte 6521-A, Philippines

Email Address: [cet@vsu.edu.ph](mailto:cet@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## Employee Development Plan

Name of Employee: **Mr. Rogelio E. Ponce**

Performance Rating: **4.76 (O)**

**Aim:** Mr. Ponce to become an effective and efficient in-charge of Building maintenance of the College of Engineering and Technology in Support to CET's Program on International Accreditation and Certification

### Proposed Interventions to Improve Performance:

**Date:** January 2021

**Target Date:** June 2021

### First Step

- Continual supervision of the CET 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. Ponce** as in-charge of Building maintenance of the College of Engineering and Technology in Support to CET's Program on International Accreditation and Certification
- Working knowledge on the 5S principles

Prepared by:

  
**ROBERTO C. GUARTE**  
Dean, CET

Conforme:

  
**ROGELIO E. PONCE**  
Admin Aide V