



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Christopher A. Urate

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.667 | 70% | 3.27 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.92 | 30% | 1.48 |
| TOTAL NUMERICAL RATING | | | 4.75 |

TOTAL NUMERICAL RATING: 4.75

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.75

FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: Outstanding

Prepared by:

CHRISTOPHER A. URATE
Name of Staff

Reviewed by:

JANNET C. BENCURE
Immediate Supervisor

Recommending Approval:

JANNET C. BENCURE
Dean

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs





INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHRISTOPHER A. URATE, 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 accomplishments in accordance with the indicated measures for the period January to June 2024.

CHRISTOPHER A. URATE

Adm. Aide I

Date: 11 July 2024

JANNET C. BENCURE

College Dean


Date: 12 July 2024

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


| MFO No. | MFO Description | Success/ Performance Indicator (PI) | Tasks Assigned | Target | Accomplishment as of Jun 2024 | Rating | | | | Remark |
|--|--|---|--|-----------------------------|-------------------------------|---------|------------|-----------|---------|--------|
| | | | | | | Quality | Efficiency | Timelines | 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 | |
| | PI 3: Additional Outputs | A 48. Other outputs implementing the new normal due to covid 19 | Disinfect Offices and Classrooms in the College | 11 | 11 | 5 | 4 | 4 | 4.3 | |

| MFO No. | MFO Description | Success/ Performance Indicator (PI) | Tasks Assigned | Target | Accomplishment as of Jun 2024 | Rating | | | | Remark |
|--|-----------------|--|---------------------------------|--------|-------------------------------|-------------|------------|-----------|---------|--------|
| | | | | | | Quality | Efficiency | Timelines | Average | |
| | | Number of academic lecture/laboratory rooms maintained | Maintains the cleanliness | 11 | 11 | 5 | 5 | 4 | 4.7 | |
| | | Area of lawn maintained (sq.m, approx.) | Maintenance of surroundings | 3700 | 3700 | 5 | 5 | 5 | 5.0 | |
| | | Number of Administrative Offices Maintained | Maintains the cleanliness | 2 | 2 | 5 | 5 | 4 | 4.7 | |
| | | Number of documents forwarded to concerned offices | Messengerial | 200 | 200 | 5 | 5 | 4 | 4.7 | |
| | | Number of in-house seminars/trainings facilitated | Preparation of venue and snacks | 5 | 2 | 5 | 4 | 4 | 4.3 | |
| Number of Performance Indicators Filled-up | | | | | | 7 | | | | |
| Total Over-all Rating | | | | | | 32.667 | | | | |
| Average Rating | | | | | | 4.667 | | | | |
| Adjectival Rating | | | | | | Outstanding | | | | |
| Comments & Recommendations for Development Purpose: | | | | | | | | | | |
| Recommended to attend relevant trainings for personal development. | | | | | | | | | | |


Evaluated and Rated by:


JANNET C. BENCURE
 College Dean
 Date: 12 July 2024

Recommending Approval:


JANNET C. BENCURE
 College Dean
 Date: 12 July 2024

Approved:


ROTACIO S. GRAVOSO
 Vice Pres. for Academic Affairs
 Date: 31 July 2024

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----------------|---------------------------------|
| x | 1 st | Q U A R T E R |
| x | 2 nd | |
| | 3 rd | |
| | 4 th | |

Name of Office: College of Engineering and Technology

Head of Office: Dr. Jannet C. Bencure

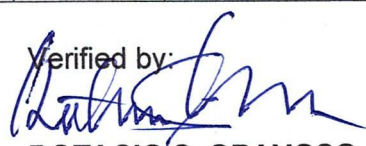
Name of Personnel: Seven (7) Administrative Clerks

| Activity Monitoring | MECHANISM | | | | Remarks |
|--|--|---|-------------------------|----------------------------|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Admin Clerks of CET: <ul style="list-style-type: none">Ms. Michelle A. Borleo (CET), andDepartment-based Clerks of the College of Engineering and Technology | | | | | |
| I. Monitoring | | | | | |
| a. Monitoring the efficient implementation of College Frontline services b. Monitoring the effective implementation of the College Records Management c. Monitoring of the implementation of the College Records Management Codes d. Monitoring of the implementation of 5S in the College | Regular personalized monitoring of college frontline services, Records Mgt., and 5S implementation | Conduct of Collegewide meeting emphasizing , among others, responsibilities of the members of the different college committees | CET Memo No. 09 s. 2024 | NOM CET N24-03; NOM N24-08 | <ul style="list-style-type: none">College Frontline services, Records Management, and 5S are efficiently and effectively implemented |
| II. Coaching | | | | | |
| a. Coaching on efficient implementation of College Frontline services b. Coaching on the effective implementation of College Records Management c. Coaching on the implementation of the College Records Management Codes d. Coaching to implement 5S in the College Continuous Quality Improvement (CQI) | Series of individual coaching as needed | Conduct of Collegewide meeting, emphasizing , among others, responsibilities of the members of the different college committees | CET Memo No. 09 s. 2024 | NOM CET N24-03; NOM N24-08 | <ul style="list-style-type: none">College Frontline services, Records Management, and 5S are efficiently and effectively implemented |

Conducted by:


JANNET C. BENCURE
 Immediate Supervisor

Verified by:


ROTACIO S. GRAVOSO
 Next Higher Supervisor

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----------------|---------------------------------|
| X | 1 st | Q U A R T E R |
| X | 2 nd | |
| | 3 rd | |
| | 4 th | |


Name of Office: College of Engineering and Technology

Head of Office: Dr. Jannet C. Bencure

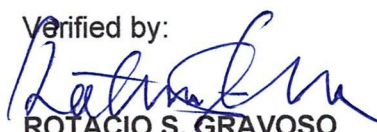
Name of Personnel: Three (3) Administrative Staff (Utility, Foreman, Skilled)

| Activity Monitoring | MECHANISM | | | | Remarks |
|--|--|--|--|--------------------------|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Administrative Staff of CET: <ul style="list-style-type: none">• Mr. Rogelio E. Ponce• Mr. Carlos B. Montajes• Mr. Christopher A. Urate | | | | | |
| I. Monitoring | | | | | |
| a. Monitoring of building and lawn maintenance b. Monitoring of the Operation and Maintenance of tools and equipment and laboratory facilities c. Monitoring of the implementation and adoption of 5S in the activities of a and b | 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 | CET Memo No. 02 s. 2024 CET Memo No. 09 s. 2024 | | • CET buildings, lawn, and heavy equipment are visibly maintained following the principles of 5S |
| II. Coaching | | | | | |
| a. Coaching on Building and Lawn maintenance b. Coaching on the Operation and Maintenance of tools, equipment and facilities c. Coaching on the implementation of 5S | Series of individual coaching as needed | Conduct of Collegewide meeting, emphasizing, among others, responsibilities of the members of the different college committees | CET Memo No. 02 s. 2024 CET Memo No. 09 s. 2024 | | • CET buildings, lawn, and heavy equipment are visibly maintained following the principles of 5S |

Conducted by:


JANNET C. BENCURE
 Immediate Supervisor

Verified by:


ROTACIO S. GRAVOSO
 Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

| Major Final Output/ Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | | | REMARKS | |
|--|---|----------------------------|--------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|--|
| | | | | 1 st Month | 2 nd Month | 3 rd Month | 4 th Month | 5 th Month | 6 th Month | | |
| UMFO 2. HIGHER EDUCATION SERVICES | | | | | | | | | | | |
| OVPA MFO 1. Curriculum Program Management Services | | | | | | | | | | | |
| PI 1: Total FTE Monitored | Monitor FTE | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplish ed 65% of the target | |
| PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered | Approve and offer CMO compliant undergraduate curricular program | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Actual Accomplish ment meets the target | |
| PI 3: Average percentage passing in licensure exam | Monitor and advise graduating undergraduate students for review for board examination | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplish ed 134% of the target for CELE and MELE | |
| PI 4: Number of graduates in mandated programs graduated within the prescribed period | Monitor and follow-up students who are graduating during the period | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | None within the rating period since VSU graduation will be on August 2024 | |
| PI 7: Number of academe/ industry linkages established | Maintain, coordinate and establish academe/industry linkages | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplish ed 291% of the target | |
| PI 8: Number of students advised | | | | | | | | | | | |
| On thesis/ field practice/ special problem | Advise students in the conduct of their OJT manuscript and ME Project | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplish ed 200% of the target | |
| No. of approved manuscript submitted within prescribed period | Monitor and follow-up submission and approval of manuscript | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplish ed 157% of the target | |
| On consultation | Monitor and advise students during consultation | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplish ed 330% of the target | |

[illegible]

[illegible]

| Major Final Output/ Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | | | REMARKS |
|--|---|----------------------------|--------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|
| | | | | 1 st Month | 2 nd Month | 3 rd Month | 4 th Month | 5 th Month | 6 th Month | |
| in internationally indexed journals | | | | | | | | | | |
| <i>In refereed int'l journals</i> | Publish papers in internationally indexed journals | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 20% of the target |
| PI 2: Number of research outputs presented in regional/national / int'l fora/ conferences | | | | | | | | | | |
| <i>In int'l fora/ conferences</i> | Present research outputs in international fora/ conferences, etc. | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 20% of the target |
| <i>In national/ regional fora/ conferences</i> | Present research outputs in national/ regional fora/ conferences | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | No accomplishments within the rating period |
| PI 3: Number of research projects conducted and/or completed on schedule | Conduct research studies and/or complete on schedule | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 200% of the target |
| PI 4: Number of research proposals submitted/endorsed for external funding | Prepare and submit research proposal for external funding | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 83% of the target |
| PI 9: Number of research outputs in the last three years utilized by the industry or other beneficiaries | Conduct research studies and extend output to beneficiaries | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 150% of the target |
| PI 10: Number of research outputs completed within the year | Conduct research studies | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | No accomplishments within the rating period |
| PI 11: Percentage of research outputs published in internationally-referred or CHED recognized journal within the year | | | | | | | | | | |
| <i>In refereed int'l journals</i> | Publish paper in peer-reviewed journals | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 33% of the target |

| Major Final Output/ Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | | | REMARKS |
|--|--|----------------------------|--------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|
| | | | | 1 st Month | 2 nd Month | 3 rd Month | 4 th Month | 5 th Month | 6 th Month | |
| PI 12: Number of patent application | Submits technology for patent | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | No accomplishments within the rating period |
| PI 15: Number of research articles derived from approved research in the university, submitted | Prepares and submits research articles for publication | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | No accomplishments within the rating period |
| UMFO 4. EXTENSION SERVICES | | | | | | | | | | |
| PI 1: Number of person-days trained weighted by length of training | Provide training to clientele | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 70% of the target |
| PI 2: Number of trainings conducted | Provide training to clientele | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 57% of the target |
| PI 4: Number of beneficiaries served | | | | | | | | | | |
| <i>Groups</i> | Provide training to clientele | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 57% of the target |
| <i>Individuals</i> | Provide training to clientele | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 48% of the target |
| PI 5: Number of technical/expert services provided/ rendered | | | | | | | | | | |
| <i>Research Mentoring</i> | Provide/render technical/expert services as research mentor | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Actual Accomplishment meets the target |
| <i>Peer reviewers/ Panelists</i> | Provide/render technical/expert services as peer reviewer/panelist | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 167% of the target |
| <i>Resource Person</i> | Provide/render technical/expert services as resource person | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 178% of the target |
| <i>Convenor/ Organizer</i> | Provide/render technical/expert services as convener/ organizer | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 108% of the target |
| <i>Consultancy</i> | Provide/render technical/expert services as consultant | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 67% of the target |

| Major Final Output/ Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | | | REMARKS |
|--|--|----------------------------|--------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|
| | | | | 1 st Month | 2 nd Month | 3 rd Month | 4 th Month | 5 th Month | 6 th Month | |
| <i>Evaluator</i> | Provide/render technical/expert services as evaluator | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 200% of the target |
| PI 6: Number of extension projects conducted and/or completed on schedule | Conduct extension activities | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Actual Accomplishment meets the target |
| PI 7: Number of extension proposal submitted | Prepare and submit extension proposals | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 29% of the target |
| PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities | Maintain active contact with partner LGUs, industries, NGAs, SMEs and other stakeholders | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 40% of the target |
| PI 13: Number of trainees weighted by the length of training | Provide training to clientele | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 70% of the target |
| PI 14: Number of extension programs organized and supported consistent with the SUC's mandated and priority programs | Organize and/or support extension programs | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | No accomplishments during the rating period |
| PI 15: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance | Provide training courses and agree to be rated | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 105% of the target |
| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | | |
| OVPAA MFO 1. Faculty Development Services | | | | | | | | | | |
| PI 1: Number of faculty pursuing advanced degree programs (PhD) | Pursue advanced degree program | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 80% of the target |

| Major Final Output/ Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | | | REMARKS |
|--|---|----------------------------|--------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---|
| | | | | 1 st Month | 2 nd Month | 3 rd Month | 4 th Month | 5 th Month | 6 th Month | |
| facilitated, monitored and assisted | | | | | | | | | | |
| PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted | Pursue advanced degree program | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Actual Accomplishment meets the target |
| PI 2: Number of faculty granted with external scholarships | Track and monitor faculty | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 86% of the target |
| PI 3: Number of faculty granted with internal fellowship grants | Track and monitor faculty | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Actual Accomplishment meets the target |
| PI 5: Number of faculty sent for trainings, seminars, conferences | Track and monitor faculty | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplishment exceeds the target by 75% |
| PI 6: Number of faculty-scholars who completed their advance degrees | Track and monitor faculty | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 38% of the target |
| OVPAA MFO 2. Faculty Recruitment/ Hiring Services | | | | | | | | | | |
| PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards | Recruit faculty | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 89% of the target |
| OVPAA MFO 3. Faculty Evaluation Services | | | | | | | | | | |
| PI 3: Number of seminars/ trainings/ conventions/ workshops organized/ coordinated for the entire university | Coordinate seminars/trainings/workshops for the entire university | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | No accomplishments during the rating period |
| PI 4: Number of seminars/ trainings/ conventions/ workshops | Coordinate/attend seminars/trainings/workshops outside the university | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 50% of the target |

[illegible]

| Major Final Output/ Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | | | REMARKS |
|---|--|----------------------------|--------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--|
| | | | | 1 st Month | 2 nd Month | 3 rd Month | 4 th Month | 5 th Month | 6 th Month | |
| PI 2: Submission of College/ Department PPMP for the following year within deadline as prescribed by BAC* | Prepare and submit PPMP within the deadline | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplishment exceeds the target by 50% |
| PI 3. Number of coaching sessions among department heads, faculty & staff | Conduct coaching sessions | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 58.33% of the target |
| PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of college/ department targets | Conduct planning sessions and tracking and monitoring of targets | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 91.67% of the target |
| PI 5. Number of regular executive committee meetings conducted | Conduct executive committee meetings | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 83.33% of the target |
| PI 8. Number of departments/institutes/offices supervised | Supervision | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 217% of the target |
| PI 9. Number of routinary documents acted | Acted routinary documents | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 169% of the target |
| PI 10. Number of committee meetings conducted | Conducted committee meetings | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 33% of the target |
| PI 11. Number of requests acted | Acted requests | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 1330% of the target |
| PI 12. Number of memoranda prepared | Prepares and disseminate memoranda | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 286% of the target |
| PI 13. Percentage of faculty and staff submitted a DTR every month | Submission of DTR on-time | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 161% of the target |
| PI 15. Percentage of action plans implemented | Monitoring and implementation of action plans | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 85% of the target |

| Major Final Output/ Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | | | REMARKS |
|--|--|----------------------------|--------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------------------|
| | | | | 1 st Month | 2 nd Month | 3 rd Month | 4 th Month | 5 th Month | 6 th Month | |
| and monitored as scheduled | | | | | | | | | | |
| PI 16. Percentage of monthly accomplishment report submitted on time | Submission of accomplishment reports on time | College Dean & Dept. Heads | Jan-Jun 2024 | On-going | On-going | On-going | On-going | On-going | On-going | Accomplished 89% of the target |

Prepared by:


JANNET C. BENCURE
 Dean, CET

PERFORMANCE MONITORING FORM


Name of Employee: Christopher A. Urate

| 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. | Provide customer friendly frontline services to clients | Zero complaint from clients | Jan. 2, 2024 | June 30, 2024 | June 30, 2024 | Impressive | Very Satisfactory | |
| 2. | Disinfect CET Office and its classrooms | 11 | Jan. 2, 2024 | June 30, 2024 | June 30, 2024 | Impressive | Very Satisfactory | |
| 3. | Regular maintenance of the cleanliness of classrooms and laboratory rooms | 11 | Jan. 2, 2024 | June 30, 2024 | June 30, 2024 | 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. | Jan. 2, 2024 | June 30, 2024 | June 30, 2024 | Impressive | Very Satisfactory | |
| 5. | Maintains the cleanliness of Administrative Offices | 2 | Jan. 2, 2024 | June 30, 2024 | June 30, 2024 | Impressive | Very Satisfactory | |
| 6. | Forwards office documents to concern offices | 200 | Jan. 2, 2024 | June 30, 2024 | June 30, 2024 | Impressive | Very Satisfactory | |
| 7. | Preparation of venue and snacks during in-house seminars/trainings facilitated | 5 | Jan. 2, 2024 | June 30, 2024 | June 30, 2024 | 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



Employee Development Plan

Name of Employee: **Mr. Christopher A. Urate**

Performance Rating: **4.72 (O)**

Aim: Mr. Urate to become an effective and efficient member of the Rooms/Land Utilization and Lawn Maintenance Committee of the College of Engineering and Technology (CET) in support to CET's programs.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step

- Continual supervision of the CET Committee on Rooms/Land Utilization and Lawn Maintenance and orientation of the Chairman and members of the committees on their functions and responsibilities.

Results:

- Resilient Committee on Rooms/Land Utilization and Lawn Maintenance and issuance of Appointment of committee members and designating **Mr. Urate** as In-charge of the lawn maintenance and cleanliness of classrooms and the DABE Administrative Office in the old Engineering Building
- Working knowledge on the 5S principles

Date: July 2024

Target Date: December 2024

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
- Mr. Urate should continuously attend trainings, seminars, and workshops to strengthen his competencies and qualifications as member of the maintenance committee of the college

Prepared by:


JANNET C. BENCURE
Dean, CET

Conforme:


CHRISTOPHER A. URATE
Admin. Aide I



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: CHRISTOPHER A. URATE

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 | | 59/60 | | | | |
| 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 | | 59 | | | | |
| Average Score | | 4.92 | | | | |
| Overall recommendation: Recommend to attend relevant trainings / seminars / workshops for professional and personal development. | | | | | | |


JANNET C. BENCURE
 Immediate Supervisor