

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ARMANDO P. ALBARICO


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.318
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.767

TOTAL NUMERICAL RATING: 4.767
Add: Additional Approved Points, if any: -
TOTAL NUMERICAL RATING: 4.767

FINAL NUMERICAL RATING 4.767

ADJECTIVAL RATING: Outstanding

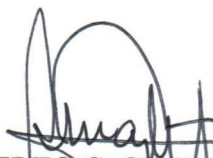
Prepared by:


ARMANDO P. ALBARICO
Name of Staff

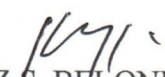
Reviewed by:


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, ARMANDO P. ALBARICO, Staff of the Office of the Dean-College of Engineering, 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 2019.


ARMANDO P. ALBARICO

Administrative Assistant III

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 (Jan-Jun 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 6	General Admin. & Support Services (GASS)	PI 2. No. of management meetings conducted	Spearheaded meetings of the Building and Lawn Maintenance Committee of the College	Spearheaded meetings of the Building and Lawn Maintenance Committee of the College	6	6	5	5	4	4.7	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan-Jun 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		PI 4. Number of academic lecture/laboratory rooms maintained	Maintenance and operation	Maintenance and operation	5	6	5	5	4	4.7	
		PI 5. Number of heavy equipment maintained	Maintenance	Maintenance	1	2	4	5	5	4.7	
		PI 10. 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	
		PI 11. Additional Outputs									
		Number of Oil Processing Equipment maintained	Maintenance and operation	Maintenance and operation	6	7	5	5	5	5.0	
		Number of Postharvest Equipment maintained	Maintenance and operation	Maintenance and operation	5	6	5	4	4	4.3	
		No. of dispatched trips driven safely and passengers conduct to their destination within specified time.		Conduct and fetch passengers inside and outside VSU campus	6	8	5	5	5	5.0	
		Number of vehicle repaired and maintained	Maintain and repair College vehicles		3	3	5	5	5	5.0	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan-Jun 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of committee handled	Chairman of the Building and Lawn Maintenance Committee of the College of Engineering	Supervise and plan	1	2	5	4	4	4.3	
Number of Performance Indicators Filled-up							9				
Total Over-all Rating							42.667				
Average Rating							4.741				
Adjectival Rating							Outstanding				
Comments & Recommendations for Development Purpose: <i>Very skilled and hardworking.</i> <i>Recommended to attend training/seminars on Equipment Operation, Maintenance/ calibration 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 2019

Name of Staff: Armando P. Albarico Position: Adm. Asst. III

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 = 4.83				
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					

Overall recommendation : _____

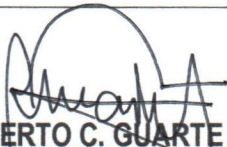

ROBERTO C. GUARTE
Name of Head

Exhibit I


PERFORMANCE MONITORING FORMName of Employee: Armando P. Albarico

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	Spearheads meetings of the Building and Lawn Maintenance Committee of the College	6	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
2	Maintenance and operation of academic lecture/laboratory rooms	5	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
3	Maintenance of heavy equipment	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
4	Maintenance and operation of Oil Processing Equipment	6	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
5	Maintenance and operation of Postharvest Equipment	5	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
6	Conduct and fetch passengers inside and outside VSU campus	6	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
7	Maintain and repair College vehicles	3	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
8	Supervise and plan of the Building and Lawn Maintenance Committee of the College of Engineering	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	

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

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

Prepared by:


ROBERTO C. GUARITE
 Unit Head

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


Head of Office: Dr. Roberto C. Guarte

Name of Faculty/Staff: Mr. Armando Albarico

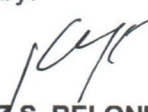
Signature:  Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
a. Monitoring of Building and lawn maintenance b. Monitoring of the Operation and Maintenance of tools equipment and laboratory facilities c. Monitoring of the Implementation and adoption of 5S in activities 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	COE Memo No. 06, s. 2019	Notices of Meeting	• CET buildings, lawn, and heavy equipment are visibly maintained following the principles of 5S
II. Coaching					
a. Coaching on the Building and lawn maintenance b. Coaching on the Operation and Maintenance of tools equipment and laboratory facilities c. Coaching on Implementation and adoption of 5S in activities a and b d. Coaching on the Implement regular 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	COE Memo No. 06, s. 2019	Notices of Meeting	• CET buildings, lawn, and heavy equipment are visibly maintained following the principles of 5S

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. Armando R. Albarico**
Performance Rating: **4.82 (O)**

Aim: Mr. Albarico to become an effective and efficient Chairman of the COE Committee on Building, Lawn, and Heavy Equipment Maintenance 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
- Working knowledge of the members on the 5S principles

Date: July 2019

Target Date: December 2019

Next Step:

- Preparation and implementation of the committees' plans and programs on the maintenance of the COE buildings, landscape, and equipment

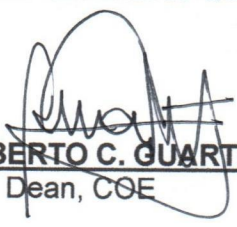
Outcomes:

- Properly maintained buildings, lawn, and heavy equipment following the 5S principles

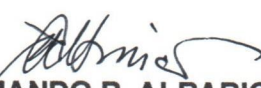
Final Steps/Recommendations:

- Standardize and implement the procedures in the maintenance of buildings, lawn, and equipment following international standards
- Conduct regular Continuous Quality Improvement (CQI)

Prepared by:


ROBERTO C. GUARTE
Dean, COE

Conforme:


ARMANDO R. ALBARICO
COE Admin Staff