

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	4.9	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88

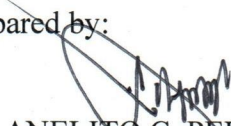
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.88

FINAL NUMERICAL RATING 4.88

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 and Technology

Visca, Baybay City, Leyte, PHILIPPINES

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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 July to December 2020

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 2019)	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 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		PI 8. Area of lawn maintained (sq.m, approx.)	Cleanliness of POTC & workshop surroundings	Maintenance of surroundings	220	220	5	5	5	5.0	
		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 students activities/examination assisted	Assisted in student activities and proctor student examination	Assisted in student activities and proctor student examination	10	10	5	5	5	5.0	
		Number of times building opened and closed	Opened and closed Crop Processing Building	Opened and closed Crop Processing Building	Every working days	Every working days	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	4	4.3	

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2019)	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	4	4.7	
		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							49.000				
Average Rating							4.900				
Adjectival Rating							Outstanding				

Comments & Recommendations for Development Purpose:

Mr. Pernito is a highly qualified, productive, efficient, and innovative Admin Staff. He is now involved in assisting Laboratory classes in Engineering that operates Laboratory Equipment. I strongly recommend him to attend Training on Laboratory Equipmt Operation and Maintenance.

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: _____

PERFORMANCE MONITORING & COACHING JOURNAL

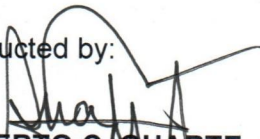
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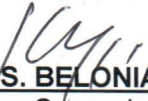
Name of Office: College of Engineering

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 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	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. 22, s. 2019	Notices of Meeting	• Classrooms, Laboratory rooms, and Laboratory facilities maintained following the principles of 5S
II. Coaching					•
a. Coaching on the Maintenance Classrooms, Laboratory rooms, and Laboratory facilities 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)	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. 22, s. 2019	Notices of Meeting	• Classrooms, Laboratory rooms, and Laboratory facilities 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

Exhibit I

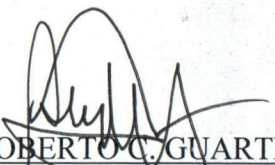
PERFORMANCE MONITORING FORMName of Employee: Anelito C. Pernito

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	Maintenance and operation of academic lecture/laboratory rooms	11	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
2	Maintenance of POTC and Engineering Workshop surroundings	220 sq. m.	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
3	Assisted in student activities and proctor student examination	10	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
4	Opened and closed Crop Processing Building	Every working Day	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
5	Planted and propagated for POTC and College Landscaping	500	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
6	Planning, implementing, monitoring and reporting of the sub-committee on Grounds and Lawn Maintenance	10	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
7	Assisted the student in the conduct of their research thesis	3	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
8	Assisted Students, visitors and other benefactors during educational tour	10	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
9	Maintenance of the apparatus of Supplies, materials and equipment in the CPB Laboratory Room	4 times a week	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	

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

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

Prepared by:


ROBERTO C. GUARATE
 Unit Head

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 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		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



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College of Engineering and Technology

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: none

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Website: www.vsu.edu.ph

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, CET

Conforme:


ANELITO C. RERNITO
Admin Staff