

College of Engineering
Visca, Baybay City, 6521-A Leyte, Philippines

**COMPUTATION OF INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**
Juy-December 2018

Name of Administrative Staff: Rogelio E. Ponce

Particulars		Numerical Rating	Percentage Weight	Equivalent Numerical Rating
(1)		(2)	(3)	(2x3)
1	Numerical Rating per IPCR	4.867	70%	3.4069
2	Supervisor/Head's Assessment of his contribution towards attainment of Office accomplishments	4.92 <i>f</i>	30%	1.476 <i>f</i>
TOTAL NUMERICAL RATING				4.88 <i>f</i>

TOTAL NUMERICAL RATING 4.88
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.88
FINALNUMERICAL RATING: 4.88
ADJECTIVAL RATING: Outstanding

Prepared by:

ROGELIO E. PONCE
Name of Staff

Reviewed by:

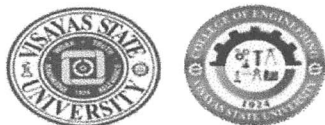
ROBERTO C. GUARTE
Office Head

Recommending Approval:

ROBERTO C. GUARTE
Dean, COE

Approved by:

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, ROGELIO E. PONCE, 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 2018.

ROGELIO E. PONCE

General Foreman

Date: 28 January 2019

ROBERTO C. GUARTE


College Dean


Date: 28 January 2019


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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Details of Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 6	General Admin. & Support Services (GASS)	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									
		No. of construction projects supervised	Construction of the College of Engineering Annex A and B and renovation of the Old Library	Supervised the construction of CoE Annex A and B and the renovation of the old library	100	100	5	5	4	4.7	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Details of Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of personnel supervised	Construction of the College of Engineering Annex A and B and renovation of the Old Library	Supervised construction workers	50	73	5	5	5	5.0	
		Number of construction supplies requested and followed up	Construction of the College of Engineering Annex A and B and renovation of the Old Library	Prepared and estimate list of construction supplies to purchase and followed up at SPMO	10	20	5	5	4	4.7	
		Percentage of construction materials dispatched	Stockman	Received and released construction supplies	80%	100%	5	5	5	5.0	
Number of Performance Indicators Filled-up							5				
Total Over-all Rating							24.333				
Average Rating							4.867				
Adjectival Rating							Outstanding				
Comments & Recommendations for Development Purpose:											
He is recommended to attend: (a) Training Building Maintenance, and (b) Training and Coaching on the 5S Implementation											

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: July to December 2018Name of Staff: Rogelio E. Ponce Position: Gen. Labor Foreman

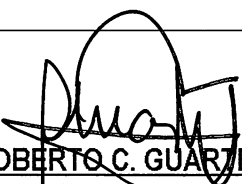
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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				
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

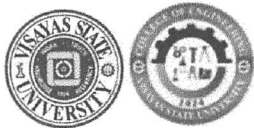
office/department aligned to that of the overall plans of the university.					
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall 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	59				
Average Score	4.92				

Overall recommendation : _____



ROBERTO C. GUARJE

Name of Head



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

Employee Development Plan

Name of Employee: **Mr. Rogelio E. Ponce**
Performance Rating: **4.87 (O)**

Aim: Enhance the knowledge and skills of **Mr. Rogelio E. Ponce** as in-charge of the building maintenance of the College of Engineering in support to COE's Program on International Accreditation and Certification

Proposed Interventions to Improve Performance:

Date: July 2018

Target Date: December 2018

First Step

- Review and analyze the previous accomplishments of **Mr. Rogelio E. Ponce** as in-charge of the building maintenance of the College of Engineering in Support to COE's Program on International Accreditation and Certification

Results:

- Identified the gaps that will be addressed by **Mr. Rogelio E. Ponce** in the maintenance of the buildings of the College of Engineering in Support to COE's Program on International Accreditation and Certification

Next Step:

- Prepare and implement the plans and programs on the maintenance of the COE buildings


Outcomes:

- Property maintained COE buildings following the 5S principles

Final Steps/Recommendations:

- Standardize and implement the procedures in the maintenance of the COE buildings
- Conduct regular Continuous Quality Improvement (**CQI**)

Prepared by:


ROBERTO C. GUARTE
Dean, COE

Conforme:


ROGELIO E. PONCE
COE Admin Staff

Page 1

Very truly yours,
[Signature]

Enclosed for you are the following items:

1. A copy of the report of the
Committee on the subject of the

above mentioned subject, which was
submitted to the Committee on the
subject of the above mentioned subject.

2. A copy of the report of the
Committee on the subject of the

above mentioned subject, which was
submitted to the Committee on the

subject of the above mentioned subject.
The Committee on the subject of the
above mentioned subject, which was
submitted to the Committee on the

subject of the above mentioned subject.
The Committee on the subject of the
above mentioned subject, which was
submitted to the Committee on the

subject of the above mentioned subject.
The Committee on the subject of the
above mentioned subject, which was
submitted to the Committee on the

subject of the above mentioned subject.
The Committee on the subject of the
above mentioned subject, which was
submitted to the Committee on the

subject of the above mentioned subject.
The Committee on the subject of the
above mentioned subject, which was
submitted to the Committee on the

Very truly yours,
[Signature]

[Signature]