

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)
3. Numerical Rating per IPCR	4.67	70%	3.269
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.464
TOTAL NUMERICAL RATING			4.733

TOTAL NUMERICAL RATING: 4.733

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.733

FINAL NUMERICAL RATING 4.733

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, 2018.

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	Accomplishment (Jan - June 2018)	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	4	4	5	4.3	Every first Monday of the month after the College Flag raising ceremony

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan - June 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		PI 4. Number of academic lecture/laboratory rooms maintained	Maintenance and operation	Maintenance and operation	5	6	4	5	4	4.3	Drying room storage/virgin oil processing ares, fuel oil processing area, postharvest display area, abaca stripping machines/student projects display room, garage
		PI 5. Number of heavy equipment maintained	Maintenance	Maintenance	1	2	5	5	4	4.7	4-wheeled tractor, kobuta hand tractor
		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	Simplextractor, strahle oil expeller, monfort oil expeller, hammer mill, manual oil expeller (nairobi), biodiesel processor)
		Number of Postharvest Equipment maintained	Maintenance and operation	Maintenance and operation	5	6	5	5	4	4.7	Rice mill, rice thresher, crop dryer, oven, laboratory dryer, solar tunnel dryer
		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	25	5	5	5	5.0	Dr. Guarte's trips

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accom- plishment (Jan - June 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of vehicle repaired and maintained	Maintain and repair College vehicles		3	3	5	5	5	5.0	Strada, Fuso Canter, College Jeep
		Number of committee handled	Chairman of the Building and Lawn Maintenance Committee of the College of Engineering	Supervise and plan	1	2	4	4	4	4.0	Lawn and Building Maintenance Committee and Sub-Committee on Water and Sewer
Number of Performance Indicators Filled-up							9				Comment & Recommendation for Development Purpose • In-house training on SS, record keeping, Operation & Maintenance
Total Over-all Rating							42.000				
Average Rating							4.667				
Adjectival Rating							Outstanding				

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 2018
Name of Staff: Armando P. Albarico Position: Adm. Asst. III

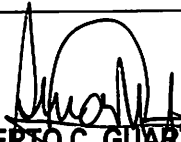
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		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	24				
Average Score	4.8				

Overall recommendation : _____


ROBERTO C. GUARTE
Name of Head



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: **4.467 (VS)**

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 2018

Target Date: June 2018

First Step

- Creation 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:

- Creation of the Committee 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 2018

Target Date: December 2018

Next Step:

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

Outcomes:

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

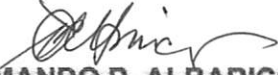
Final Steps/Recommendations:

- 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