

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: ROGELIO E. PONCE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.409
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.464
TOTAL NUMERICAL RATING			4.873

TOTAL NUMERICAL RATING: 4.873


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.873


FINAL NUMERICAL RATING 4.873

ADJECTIVAL RATING: Outstanding

Prepared by:


ROGELIO E. PONCE
Name of Staff

Reviewed by:


ROBERTO C. GUARTE
Department/Office Head

Recommending Approval:


ROBERTO C. GUARTE
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

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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 January to June 2018.

~~ROGELIO E. PONCE~~

General Foreman

Date: _____

ROBERTO C. GUARTE

College Dean

Date: _____

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

[illegible]

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Details of Accomplishment (Jan-Jun 2018)	Rating				Remark	
							Quality	Efficiency	Timeliness	Average		
		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	2	3	5	5	4	4.7	Renovation of Graduate School Office	
		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	Checked daily time records; prepare accomplishment report	
		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	13	5	5	4	4.7	Construction supplies and materials	
		Percentage of construction materials dispatched	Stockman	Received and released construction supplies	80%	85%	5	5	5	5.0		
Number of Performance Indicators Filled-up								5				Comment & Recommendation for development purpose • Under in-house coaching on Time Management, SS and Record Keeping by the Dean
Total Over-all Rating							24.333					
Average Rating							4.867					
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: 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

1944-1945

1946-1947

1948-1949

1950-1951

1952-1953

1954-1955

1956-1957

1958-1959

1960-1961

1962-1963

1964-1965

1966-1967

1968-1969

1970-1971

1972-1973

1974-1975

1976-1977

1978-1979

1980-1981

1982-1983

1984-1985

1986-1987

1988-1989

1990-1991

1992-1993

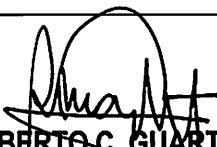
1994-1995

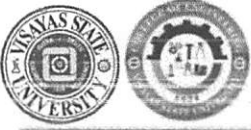
1996-1997

1998-1999

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	4.88				

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. Rogelio E. Ponce**
Performance Rating: **4.50 (VS)**

Aim: Mr. Ponce to become an effective and efficient in-charge of Building maintenance of the College of Engineering 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 on Building, Lawn, and Equipment and issuance of Appointment of committee members with Mr. Albarico as chairman and designating **Mr. Ponce** as in-charge of Building maintenance of the College of Engineering in Support to COE's Program on International Accreditation and Certification
- Working knowledge on the 5S principles

Date: July 2018

Target Date: December 2018


Next Step:

- Preparation and implementation of the plans and programs on the maintenance of the College of Engineering **Outcomes:**
- Property maintained the building, if not renovate, the different buildings in the College of Engineering following the 5S principles

Final Steps/Recommendations:

- Standardize and implement the procedures in the maintenance of the different buildings in the College of Engineering following the 5S principles
- Conduct regular Continuous Quality Improvement (CQI)

Prepared by:


ROBERTO C. GUARATE
Dean, COE

Conforme:


ROGELIO E. PONCE
COE Admin Staff