



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ARMANDO P. ALBARICO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.867	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.86


TOTAL NUMERICAL RATING: 4.86

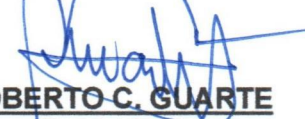
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.86

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by: 
ARMANDO P. ALBARICO
Name of Staff

Reviewed by: 
ROBERTO C. GUARTE
Dean, CET

Recommending Approval: 
ROBERTO C. GUARTE
Dean, CET

Approved: 
BEATRIZ S. BELONIAS
Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



College of Engineering and Technology

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Email Address: coe@vsu.edu.ph

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARMANDO P. ALBARICO, Staff of the Office of the Dean-College of Engineering and Technology, 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 2020.

Armando P. Albarico
ARMANDO P. ALBARICO

Administrative Assistant III

Date: 9/30/2020

Roberto C. Guarte
ROBERTO C. GUARTE

College Dean

Date: 9/30/2020

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	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Service	Provides customer friendly frontline services to clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	
	PI 3: Additional Outputs	A 48. Other outputs implementing the new normal due to covid 19	Service	Disinfect Offices and Classrooms in the College		8	5	5	5	5.0	Lecture and laboratory rooms, kitchen, comfort rooms, offices of POTC building

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		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	5	3	5	5	4	4.7	
		Number of academic lecture/laboratory rooms maintained	Maintenance and operation	Maintenance and operation	5	5	4	5	5	4.7	
		Number of heavy equipment maintained	Maintenance	Maintenance	1	1	5	5	4	4.7	
		Number of Oil Processing Equipment maintained	Maintenance and operation	Maintenance and operation	6	6	5	5	5	5.0	
		Number of Postharvest Equipment maintained	Maintenance and operation	Maintenance and operation	5	5	5	5	5	5.0	
		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	5	5	5	5	5.0	RCGuarte trips
		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	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	1	4	5	5	4.7	
Number of Performance Indicators Filled-up							10				
Total Over-all Rating							48.667				
Average Rating							4.867				
Adjectival Rating							Outstanding				
Comments & Recommendations for Development Purpose: Mr. Armando is a very hardworking, skilled, and efficient. With the implementation of the ISO 9001:2015, he is strongly recommended for training on Equipment Calibration and similar fields.											

Evaluated and Rated by:

ROBERTO C. GUARTE

College Dean

Date: 9/30/2020

Recommending Approval:

ROBERTO C. GUARTE

College Dean

Date: 9/30/2020

Approved:

BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date: _____

PERFORMANCE MONITORING FORM


Name 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	Disinfects POTC Building and its rooms	20	March 17, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
1	Spearheads meetings of the Building and Lawn Maintenance Committee of the College	6	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
2	Maintenance and operation of academic lecture/laboratory rooms	5	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
3	Maintenance of heavy equipment	1	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
4	Maintenance and operation of Oil Processing Equipment	6	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
5	Maintenance and operation of Postharvest Equipment	5	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
6	Conduct and fetch passengers inside and outside VSU campus	6	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
7	Maintain and repair College vehicles	3	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
8	Supervise and plan of the Building and Lawn Maintenance Committee of the College of Engineering	1	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	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

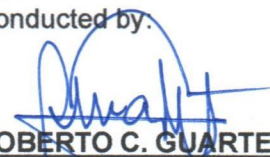
PERFORMANCE MONITORING & COACHING JOURNAL

x	1 st	Q U A R T E R
x	2 nd	
	3 rd	
	4 th	


Name of Office: College of Engineering and TechnologyHead of Office: Dr. Roberto C. GuarteName of Faculty/Staff: Mr. Armando Albarico Signature:  Date: 09-30-2020

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	CET Memo No. 5, 8, 17 s. 2020	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	CET Memo No. 5, 8, 17 s. 2020	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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2020

Name of Staff: ARMANDO P. ALBARICO

Position: Admin 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 office/department aligned to that of the overall plans of the university.	5	4	3	2	1
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
 Dean, CET



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College of Engineering and Technology

Visca, Baybay City, Leyte 6521-A, Philippines

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Website: www.vsu.edu.ph

Employee Development Plan

Name of Employee: **Mr. Armando R. Albarico**

Performance Rating: **4.79 (O)**

Aim: Mr. Albarico to become an effective and efficient Chairman of the CET Committee on Building, Lawn, and Heavy Equipment Maintenance in Support to CET's Program on International Accreditation and Certification

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: June 2020

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 2020

Target Date: December 2020

Next Step:

- Preparation and implementation of the committees' plans and programs on the maintenance of the CET 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, CET

Conforme:

ARMANDO R. ALBARICO

Admin. Asst. III