

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

Name of Administrative Staff: CARLOS B. MONTAJES

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.778	70%	3.3446
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.79</b>

TOTAL NUMERICAL RATING: 4.79

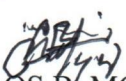
Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.79


FINAL NUMERICAL RATING 4.79

ADJECTIVAL RATING: Outstanding

Prepared by:

  
CARLOS B. MONTAJES  
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**

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**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, CARLOS B. MONTAJES, 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 July to December 2019.

  
**CARLOS B. MONTAJES**

Administrative Aide I

Date: \_\_\_\_\_

  
**ROBERTO C. CUARTE, Dr. Agrar. Sci.**

Professor and 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 (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	Regular Maintenance	Regular maintenance of the cleanliness of laboratory room	20	20	5	5	4	4.67	
		PI 8. Area of lawn maintained (sq.m, approx.)	Cleanliness of department surroundings and CoE Complex	Maintenance of surroundings	3700	3700	4	5	5	4.67	



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		<b>PI 10.</b> 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	5.00	
Number of Performance Indicators Filled-up							3				
Total Over-all Rating							14.333				
Average Rating							4.778				
Adjectival Rating							Outstanding				
Comments & Recommendations for Development Purpose: <i>Mr. Montajes is a very diligent, productive and hardworking admin staff. His responsibility has broadened from a merely maintenance of lawn and buildings but also on operation of equipment. I strongly recommend him to attend Training on Equipment operation</i>											

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 2019

Name of Staff: Carlos B. Montajes 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



PERFORMANCE MONITORING & COACHING JOURNAL

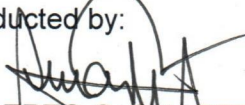
X	1 <sup>st</sup>	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

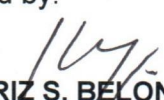
Name of Office: College of Engineering

Head of Office: Dr. Roberto C. Guarte

Name of Faculty/Staff: Mr. Carlos B. Montajes Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
a. Monitoring on the Maintenance of Classrooms, Laboratory rooms, and facilities in the main CET building compound b. Monitoring on the Maintenance of lawn and surrounding of the Engineering compound 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 in the main CET building compound b. Coaching on the Maintenance of lawn and surrounding of the Engineering compound c. Coaching on the Implementation and adoption of 5S in activities a and b Implement regular d. Coaching to implement 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 FORM**Name of Employee: Carlos B. Montajes

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	Regular maintenance of the cleanliness of classrooms and laboratory rooms	20	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
2	Maintains the order and cleanliness of the lawn and the surroundings areas of College of Engineering Building compound	3700	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
3	Maintains the order and cleanliness of comfort rooms for students located outside the classrooms and conform rooms located in the administrative offices and faculty rooms in the CET main building compound	20	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
4	Keeps records of the cleaning and maintenance activities	6	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. GUARTE  
 Unit Head





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STATE UNIVERSITY



**College of Engineering and Technology**

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## Employee Development Plan

Name of Employee: **Mr. Carlos B. Montajes**

Performance Rating:

**Aim:** Mr. Montajes to become an effective and efficient in-charge of COE Lawn maintenance under 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 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. Montajes** as In-charge of the lawn maintenance and cleanliness of classrooms and the Dean's Office in the old Engineering Building
- Working knowledge on the 5S principles

**Date:** July 2019

**Target Date:** December 2019

#### Next Step:

- Continuous implementation of the plans and programs on the maintenance of the COE lawn and cleanliness of classrooms and office in the old Engineering Building following 5S principles

#### Outcomes:

- Properly maintained lawn, classrooms and office space of the old Engineering Building following the 5S principles

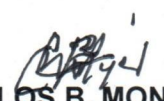
#### Final Steps/Recommendations:

- Standardize and implement the procedures in the maintenance of the lawn, classrooms and office space of the old Engineering Building following the 5S principles
- Conduct regular Continuous Quality Improvement (CQI)

Prepared by:

  
**ROBERTO C. GUARTE**  
Dean, CET

Conforme:

  
**CARLOS B. MONTAJES**  
Admin Staff