



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


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

Name of Administrative Staff: **Carlos B. Montajes**

Particulars		Numerical Rating	Percentage Weight	Equivalent Numerical Rating
(1)		(2)	(3)	(2x3)
1	Numerical Rating per IPCR	4.833	70%	3.3831
2	Supervisor/Head's Assessment of his contribution towards attainment of Office	4.83	30%	1.45
TOTAL NUMERICAL RATING				4.83

TOTAL NUMERICAL RATING 4.83
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.83
FINALNUMERICAL RATING: 4.83
ADJECTIVAL RATING: Outstanding

Prepared by:


CARLOS B. MONTAJES
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, 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 2018.


CARLOS B. MONTAJES

Administrative Aide I

Date: 1/28/19


ROBERTO C. GUARTE, Dr. Agrar. Sci.

Professor and Dean

Date: 1/28/19

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 6. Number of academic lecture/laboratory rooms maintained	Documentation	Regular maintenance of the cleanliness of laboratory room	20	20	5	4	5	4.67	
		PI 8. Area of lawn maintained (sq.m, approx.)	Cleanliness of department surroundings and CoE Complex	Maintenance of surroundings	3700	3700	5	5	4	4.67	

[illegible]

Figure 1. The effect of the initial concentration of the monomer on the polymerization of α -methylstyrene initiated by BuLi in THF at -78°C . The polymerization was carried out in the presence of 0.01 mole-% of BuLi in THF at -78°C . The polymerization was carried out in the presence of 0.01 mole-% of BuLi in THF at -78°C . The polymerization was carried out in the presence of 0.01 mole-% of BuLi in THF at -78°C .

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MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishmnt (Jan-June 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		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	5.00	
		PI 11. Additional Outputs									
		Best practices/new initiatives:									
		Maintain the Office of the College Dean	Cleanliness and maintenance of the COE Dean's Office including CR	Cleaned and maintained the Office including the CR, Conference Room, Admin Office and its surroundings	1	1	5	5	5	5.00	Center of Excellence in Ag. Eng'g.
Number of Performance Indicators Filled-up							4				
Total Over-all Rating							19.333				
Average Rating							4.833				
Adjectival Rating							Outstanding				
Comments & Recommendations for Development Purpose:											
He is recommended to attend: (a) Training on operation and maintenance of small lawm equipment, and (b) Undergo coaching on 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 2018
Name of Staff: Carlos B. Montajes Position: Adm. Aide I

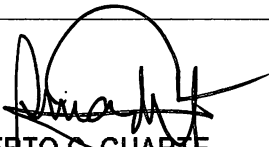
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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				
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	58				
Average Score	4.83				

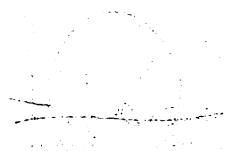
Overall recommendation : _____

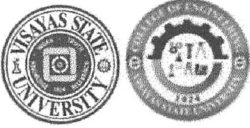

ROBERTO C. GUARTE
Name of Head

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the problem and the objectives of the research.

2. The second part of the report is a detailed description of the methods used in the study. It includes a discussion of the experimental design, the data collection procedures, and the statistical analysis techniques.

3. The third part of the report is a presentation of the results of the study. It includes a discussion of the findings, a comparison of the results with previous research, and a conclusion about the significance of the study.





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Employee Development Plan

Name of Employee: **Mr. Carlos B. Montajes**
Performance Rating: **4.71 (O)**

Aim: Enhance the knowledge and skills of **Mr. Carlos B. Montajes** in the maintenance of the COE lawns and classrooms in support to COE's Program on national and 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. Carlos B. Montajes** in the maintenance of the COE lawn and classrooms as part of the responsibilities of the COE Committee on Building, Lawn, and Equipment Maintenance

Results:

- Identified the gaps that will be addressed by **Mr. Carlos B. Montajes** in the maintenance of the COE lawn and classrooms as part of the responsibilities of the COE Committee on Building, Lawn, and Equipment Maintenance

Next Step:

- Prepare and implement the plans and programs on the maintenance of the COE lawns and classrooms as part of the responsibilities of the COE Committee on Building, Lawn, and Equipment Maintenance

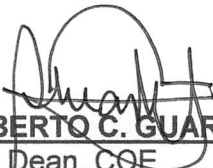
Outcomes:

- Property maintained COE lawn and classrooms following the 5S principles


Final Steps/Recommendations:

- Standardize and implement the procedures in the maintenance of the COE lawn and classrooms following international standards
- Conduct regular Continuous Quality Improvement (CQI)

Prepared by:


ROBERTO C. GUARTE
Dean, COE

Conforme:


CARLOS B. MONTAJES
COE Admin Staff

