



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

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

Name of Faculty Member: Anelito C. Pernito

Particulars		Numerical Rating	Percentage Weight	Equivalent Numerical Rating
(1)		(2)	(3)	(2x3)
1	Numerical Rating per IPCR	4.8	70%	3.36
2	Supervisor/Head's Assessment of his contribution towards attainment of Office accomplishments	4.92 <i>[Signature]</i>	30%	1.475 <i>[Signature]</i>
TOTAL NUMERICAL RATING				4.835 <i>[Signature]</i>

TOTAL NUMERICAL RATING 4.835
[Signature]

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.835
[Signature]

FINALNUMERICAL RATING: 4.835
[Signature]

ADJECTIVAL RATING: Outstanding

Prepared by: *[Signature]*
ANELITO C. PERNITO
Name of Staff

Reviewed by: *[Signature]*
ROBERTO C. GUARTE
Office Head

Recommending Approval: *[Signature]*
ROBERTO C. GUARTE
Dean, COE

Approved by: *[Signature]*
BEATRIZ S. BELONIAS
Vice President

UNITED STATES OF AMERICA
DEPARTMENT OF JUSTICE

OFFICE OF THE ATTORNEY GENERAL
WASHINGTON, D.C.

INVESTIGATION OF THE
ACTS OF VIOLENCE
COMMITTED BY THE
MEMBERS OF THE
BLACK PANTHER PARTY

REPORT OF THE
ATTORNEY GENERAL

NAME	ADDRESS	DATE OF BIRTH	DATE OF DEATH
ALBERTA S. SIMMONS	1000 14th Street, N.W. Washington, D.C.	1921	1967
REBECCA L. SIMMONS	1000 14th Street, N.W. Washington, D.C.	1921	1967
JOHN A. SIMMONS	1000 14th Street, N.W. Washington, D.C.	1921	1967
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Visayas State University
College of Engineering

Visca, Baybay City, 6521-A, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANELITO C. PERNITO, 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 July to December 2018

ANELITO C. PERNITO

Adm. Aide I

Date: 28 January 2019

ROBERTO C. GUARTE

College Dean

Date: 28 January 2019

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	Accom- plishment (Jul - Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 6	General Admin. & Support Services (GASS)	PI 6. Number of academic lecture/laboratory rooms maintained	Cleanliness of all classrooms, laboratory rooms, offices, workshop, comfort rooms, and windows of each rooms	Regular maintenance of the cleanliness of laboratory room and workshop classrooms	11	12	5	5	5	5.0	

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accom- plishment (Jul - Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		PI 8. Area of lawn maintained (sq.m, approx.)	Cleanliness of POTC & workshop surroundings	Maintenance of surroundings	220	230	5	5	4	4.7	
		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 students activities/examination assisted	Assisted in student activities and proctor student examination	Assisted in student activities and proctor student examination	10	15	4	5	5	4.7	
		Number of times building opened and closed	Opened and closed Crop Processing Building	Opened and closed Crop Processing Building	Every working days	Every working days	5	5	5	5.0	
		Number of ornamental plants planted/propagated for POTC and College Landscaping	Planted and propagated	Planted and propagated	500	600	5	5	4	4.7	
		Number of activities done as chairman of the sub-committee on Grounds and Lawn Maintenance	Planning, implementing, monitoring and reporting	Planning, implementing, monitoring and reporting	10	12	5	5	4	4.7	

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accom- plishment (Jul - Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of students assisted in the conduct of their research thesis	Assisted the student	Assisted the student	3	3	4	5	5	4.7	
		Number of times assisted during visits at the POTC Building	Assisted Students, visitors and other benefactors during educational tour	Assisted Students, visitors and other benefactors during educational tour	20	50	5	5	5	5.0	
		Number of times of maintenance of Supplies, materials and equipment in the POTC Laboratory	Maintenance of the apparatus	Maintenance of the apparatus	4 times/ week	4 times/ week	4	5	5	4.7	
Number of Performance Indicators Filled-up							10				
Total Over-all Rating							48.000				
Average Rating							4.800				
Adjectival Rating							Outstanding				
Comments & Recommendations for Development Purpose:											
He is recommended to attend: (a) Training Operation and Mainenance of Laboratory Equipment, and (b) Training on the Operation and Maintenance of Small Lawn Equipment											

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 2018Name of Staff: Anelito C. Pernito 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.

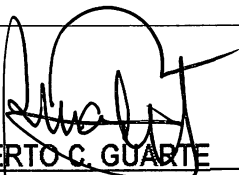
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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

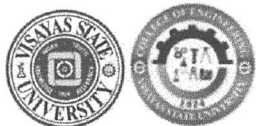
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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		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

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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					
Average Score	4.92				

Overall recommendation : _____


ROBERTO C. GUARITE
Name of Head



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

Employee Development Plan

Name of Employee: **Mr. Anelito C. Pernito**
Performance Rating: **4.73 (O)**

Aim: Enhance the knowledge and skills of **Mr. Anelito C. Pernito** in the lawn maintenance and cleanliness of the classrooms, laboratory rooms, offices, CRs, and open spaces of the Plant Oil Technology Center (POTC) and its surroundings in support to COE's Program on 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. Anelito C. Pernito** as In-charge of the lawn maintenance and cleanliness of the classrooms, laboratory rooms, offices, CRs, and open spaces of the Plant Oil Technology Center (POTC) and its surroundings

Results:

- Identified the gaps that will be addressed by **Mr. Anelito C. Pernito** in the maintenance of the lawn maintenance and cleanliness of the classrooms, laboratory rooms, offices, CRs, and open spaces of the Plant Oil Technology Center (POTC) and its surroundings

Next Step:

- Prepare and implement the plans and programs on the maintenance of the POTC lawn and cleanliness of its classrooms, laboratory rooms, offices, CRs, and open spaces


Outcomes:

- Property maintained POTC classrooms, laboratory rooms, offices, CRs, and open spaces following the 5S principles

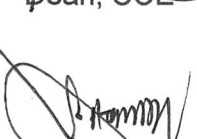
Final Steps/Recommendations:

- Standardize and implement the procedures in the maintenance of the POTC lawn, classrooms, laboratory rooms, offices, CRs, and open spaces following 5S principles
- Conduct regular Continuous Quality Improvement (CQI)
- Attendance to relevant training

Prepared by:


ROBERTO C. GUARTE
Dean, COE

Conforme:


ANELITO C. PERNITO
COE Admin Staff

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