

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: ANELITO C. PERNITO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.269
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.464
TOTAL NUMERICAL RATING			4.733

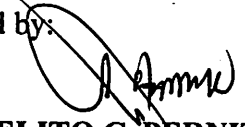
TOTAL NUMERICAL RATING: 4.733


Add: Additional Approved Points, if any:                     


TOTAL NUMERICAL RATING: 4.733

FINAL NUMERICAL RATING 4.733

ADJECTIVAL RATING: Outstanding

Prepared by:   
**ANELITO C. PERNITO**  
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**  
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 January to June 2018

**ANELITO C. PERNITO**

Adm. Aide I

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

**ROBERTO C. SUARTE**

College 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	Accom- plishment (Jan - Jun 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	11	4	5	5	4.7	

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accom- plishment (Jan - Jun 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	220	5	5	5	5.0	Grasscutting once a month
		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	4	4	5	4.3	
		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	10	5	5	5	5.0	
		Number of times building opened and closed	Opened and closed Crop Processing Building	Opened and closed Crop Processing Building	Every working days	All 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	500	5	5	5	5.0	
		Number of students assisted in the conduct of their	Assisted the student	Assisted the student	3	5	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	20	4	4	4	4.0	

MFO No.	MFO Description	Success/ Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accom- plishment (Jan - Jun 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		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	3 times/ week	4	5	4	4.3	
Number of Performance Indicators Filled-up							9				Comment & Recommendation  for Development Purpose • Undergo in-house coaching and training on Lawn maintenance SS, etc. by the Dean
Total Over-all Rating							42.000				
Average Rating							4.667				
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: 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.

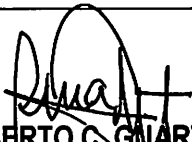
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job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



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. Anelito C. Pernito**  
Performance Rating: **4.33 (VS)**

**Aim:** Mr. Pernito to become an effective and efficient in-charge of 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:** 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. Pernito** as In-charge of lawn maintenance and cleanliness of the classrooms, laboratory rooms, offices, CRs, and open spaces of the Plant Oil Technology Center (POTC) and its surroundings
- 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 POTC lawn and cleanliness of its classrooms, laboratory rooms, offices, CRs, and open spaces

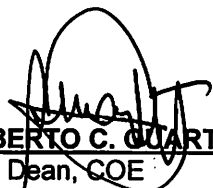
#### Outcomes:

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

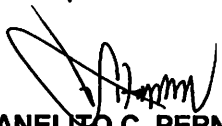
#### Final Steps/Recommendations:

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

Prepared by:

  
**ROBERTO C. CUARTE**  
Dean, COE

Conforme:

  
**ANELITO C. PERNITO**  
COE Admin Staff