



**Annex P**

**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	4.29	70%	3.00
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
<b>TOTAL NUMERICAL RATING</b>			<b>4.28</b>


TOTAL NUMERICAL RATING: 4.28

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     


FINAL NUMERICAL RATING 4.28

ADJECTIVAL RATING: VS

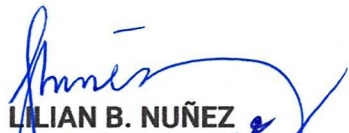
Prepared by:  


**ANELITO C. PERNITO**  
Name of Staff

Reviewed by:

  
**ZYRA MAY H. CENTINO**  
Department/Office Head

Recommending Approval:

  
**LILIAN B. NUÑEZ**  
Dean, CME

Approved:

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs





Visayas State University  
College of Management and Economics  
DEPARTMENT OF ECONOMICS  
Visca, Baybay City, Ie



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

I, **ANELITO C. PERNITO**, of the Department of Economics 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-June 2024**.

**ANELITO C. PERNITO**  
Ratee

Approved:

**ZYRA MAY H. CENTINO**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accom-	Rating				Remarks
					Q1	E2	T3	A4	
Administrative Support Services	Number of times building/windows opened & closed every working days	Opened and closed the office	Every working days	Daily	4	4	4	4.00	
	Number of offices maintained and cleaned	Maintained and cleaned offices	9	9	5	5	5	5.00	
	Number of comfort room rooms maintained and cleaned	Maintained and cleaned comfort rooms	4	4	4	4	4	4.00	
	Area of lawn maintained (sq.m. approx.)	Landscaped areas surrounding the department	200	200	4	4	4	4.00	
	Number of lecture rooms maintained	Maintained and cleaned lecture rooms	7	7	4	4	4	4.00	
	Maintained cleanliness in the department surroundings	Maintained cleanliness in the department	90%	1	5	5	5	5.00	
General Administration and Support Services (GASS)	Efficient and customer friendly frontline service	General Services	No complaint	zero complaint	4	4	4	4.00	
Total Overall Rating								30.00	
Average Rating								4.29	
Adjectival Rating								VS	

Comments & Recommendations for Development Purpose:

**Attend seminar/trainings related to empowerment.**

Evaluated & Rated by:

**ZYRA MAY H. CENTINO**  
Department Head  
Date: July 19, 2024

Recommending Approval

**LILIAN B. NUÑEZ**  
College Dean  
Date: July 19, 2024

Approved:

**ROTACIO S. GRAVODO**  
Vice President for Academic Affairs  
Date: July 19, 2024



PERFORMANCE MONITORING & COACHING JOURNAL  
January-June 2024

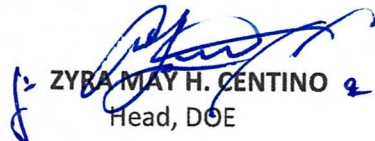
Name of Office : Department of Economics  
Head of Office : Ms. Zyra May H. Centino  
Number of Personnel : 9 Regular Faculty, 2 Admin Staff, 4 Affiliate Faculty, 1 GTA

Activity	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of the meeting			Monthly meeting (regular & special)
Office & Class Attendance				Logbook, DTR's biometrics, personal check-up	DOE faculty & staff
Discussion of job-related accomplishments, problems and plans	Class observation: The department head conducted class observation of all the faculty member once in every semester	Participation of the faculty members was monitored in the different activities sponsored by the department.		Attendance to activities  Committee meetings	All faculty members were informed of the class observation
Attendance to university/college virtual/google meet seminars and meetings			University memos/c ollege memo/no tice of meeting	Attendance certificate	Jan-June 2024
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for leave form	
Grades				Submission of midterm & final gradesheets	Jan. & June 2024
Coaching & Mentoring					
Discuss ways to improve classroom management, teaching methods, IMs and syllabus		Teaching performance evaluation results especially the			All faculty members were given a copy of their TPES regarding the


preparation and evaluation reports of staff		negative feedbacks from students were discussed with the concerned faulty			students evaluation (Jan- June 2024)
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*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
ZYRA MAY H. CENTINO  
Head, DOE

Noted by:

  
LILIAN B. NUÑEZ  
Dean, CME

## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
<b>MFO 1. Advanced &amp; Higher Education Services</b>	Teaching	ALL FACULTY	JAN-JUNE 2024							
<b>PI 1. Instruction</b>	Instructional Materials Developed/Revised & Utilized	ALL FACULTY	JAN-JUNE 2024			Revises Course Outline, Course Syllabi, TOS, Powerpoint presentations				BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148, NCON141, BCON 145, AGECE 144, ECON 129E, , BCON 146, AGECE 199-C, ECON 133, AGECE 151, AGECE 197, AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214, AGECE 235, AGECE 299, AGECE 211
	Spent Hours For Students Consultations (face to face)	ALL FACULTY	JAN-JUNE 2024							As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations



	ZYRA MAY H. CENTINO	JAN-JUNE 2024	Gives assignments, Quizzes, Exams, Etc.							Head, Academic Advisers
	All Faculty	JAN-JUNE 2024	Gives Assignments, Quizzes, Exams, Etc.	Gives quizzes and long exams as agreed in the class						Midterm and Final Exams were given as scheduled by the university
	All Faculty	JAN-JUNE 2024	Submits Grade Sheets							BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGEC 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGEC 144, ECON 129E,, BCON 146, AGEC 199-C, ECON 133,AGEC 151, AGEC 197, AGEC 231, AGEC 213, AGEC 221, AGEC 241, APEC 252, ECON 214, AGEC 235, AGEC 299, AGEC 211
	All Faculty	JAN-2024- JUNE 2024	Prepares power point lecture materials							BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147,

										NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, , BCON 146, AGECE 199-C, ECON 133,AGECE 151, AGECE 197, AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214, AGECE 235, AGECE 299, AGECE 211
		Moises Neil V. Serino	Jan. 2023 - Dec. 2024	De-carbonization of Development Paths: Comparative Analysis of Household Carbon Emissions in the Philippines and Indonesia					Ongoing	
			Jan. 2023- Dec. 2024	Impact Assessment of Coastal Resource Management in Southern Camotes Sea and Selected Municipalities of Leyte					Ongoing	
			Jan. 2023- Mar 2024	Impact Assessment of the Phil LiDAR Program					Ongoing	
			Jan. 2022- June 2024	Establish the Regional Agribusiness Hub for the Pre-Commercialization of Technologies through the Regional Agri-Aqua Innovation System Enhancement (RAISE) Program in Region 8.					Ongoing	
			Jan. 2022- June 2024	RAISE Region 8					Ongoing	
			Jan. 2023 - Dec. 2024	Inclusive Value Chain					Ongoing	
		Karl John A. Galvez	Jan. 2024- June 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette					Completed	
		Ian Dave B. Custodio	JAN. 2024- DEC. 2024	Strengthening Local Governance and SUC'S Extension Services Through BIDANI Strategy					Ongoing	
			JAN. 2024- DEC. 2024	Coalescing Organizations for Locally-Led Actions to Boost Development (COLLABDEV) for Inopacan Development					Ongoing	
		LSPreciados	Jan. 2024- June 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette					Completed	
			JAN. 2024- DEC. 2024	Agribusiness-led Development for Small Holder Vegetable Farming Systems in Southern Philippines					On going	
		Jedan A. Cavero	JAN. 2024- JUNE 2024	Regional Agri-Aqua Technology Business Incubator of ViCARP					Completed	
			JAN. 2024-	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected					Completed	



			JUNE 2024	by Typhoon Oddette					
		Israel C. Embayarte	JAN. 2024-JUNE 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette					Completed
		Babylyn C. Lambert	JULY 2023-JUNE 2024	De-carbonization of Development Paths: Comparative Analysis of Household Carbon Emissions in the Philippines and Indonesia					On going
		Zyra May H. Centino	JAN-JUNE 2024	Restoring Livelihoods and Enhancing Resilience of Farmers & Fisher-folks Affected by Typhoon Oddette					Completed
	Makes appointments	ZYRA MAY H. CENTINO	JAN-JUNE 2023	all research projects					As Department Head
	Submits research progress reports	MNVSERINO	JAN-DEC. 2024						as project leader
		IAN DAVE B. CUSTODIO	JAN-Dec. 2024						As project/ study leader
		KJAGALVEZ	JAN-JUNE 2024						as study leader
		LSPRECIADOS	JAN-JUNE 2024						As study leader
		Jedan A. Cavero	JAN-JUNE 2024						As study leader
		Michelle Aubrey D. Cabase	JAN-JUNE 2024						As study leader
		Zyra May H. Centino	JAN-JUNE 2024						As study leader
		Israel C. Embayarte	JAN-JUNE 2024						As study leader
		Babylyn C. Lambert	JAN-JUNE 2024						As study leader
	ATTENDS training, SEMINAR and workshops	ALL FACULTY	JAN-JUNE 2024						As resource persons, participant, and Poster presenter



<b>MFO 4. Administration Services</b>	Signs appointments, requests, certificates, and etc.	ZYRA MAY H. CENTINO	JAN-JUNE 2024	As Department Head	as Department Head	As Department Head	As Department Head	As Department Head	As Department Head	
		LEMUEL S. PRECIADOS, ERNESTO F. BULAYOG, ZYRA MAY H. CENTINO	JAN-JUNE 2024	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	As members of the DOE Personnel Committee	
	Attends meetings.	All Faculty	JAN-JUNE 2024	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Department Meetings	Departments, College, University Meetings
	Prepares minutes of meetings.	JACAVERO	JAN-JUNE 2024							As Department Secretary
	Reviews communications, letters, requests and appointments	ZMHCENTINO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Releases students forms, certifications, permits and other communications.	COSUGANOB	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	COSUGANOB/ ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for SA, job request etc.
	Prepares letters, transmittal, acknowledge	COSUGANOB	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Request Letters, Financial Reports,

	ment letters and other communications.									Vouchers, Purchase Requests/PPMP
	Records and releases documents.	COSUGANOB/ ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications
	Files documents.	COSUGANOB	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communications Students Files, docs from other offices.
	Photocopies documents and other communications.	COSUGANOB/ ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	Memos, Letters and Appointments
	Clean offices and surroundings	ANELITO C. PERNITO	JAN-JUNE 2024	Daily	Daily	Daily	Daily	Daily	Daily	

Prepared by:

  
 ZYRHA MAY H. CENTINO  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : ANELITO C. PERNITO  
Performance Rating : Very Satisfactory

Aim: To improve percentage of performance on faculty requests and maintenance of the DOE surroundings.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: Jan. 2024

Target Date: June 2024

First Step:

Monitor Mr. Pernito's performance on faculty requests and maintenance of the surroundings.

Result:

Faculty request were facilitated on time and DOE cleanliness surroundings were maintained.

Date: Jan. 2024

Target Date: June 2024

Next Step:

One-on-one meeting with Mr. Pernito.

Outcome:

His performance specific to document facilitation and preparation and in cleanliness/ maintenance in DOE surroundings has improved.

Final Step/Recommendation:

Required Mr. Pernito to closely monitor processing of documents for smooth operation of office transactions.

Prepared by:

  
ZYRA MAY H. CENTINO  
Unit Head

Conforme:

  
ANELITO C. PERNITO  
Ratee





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January-June 2024

Name of Staff: Anelito C. Pernito Position: Admin. Aide 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

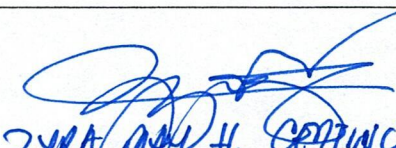
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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						
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		4.25				
Overall recommendation:						

Exclude

  
ZYRA MAY H. CORTINO  
 Printed Name and Signature  
 Immediate Supervisor