

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	4.667	70%	3.267
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.446
TOTAL NUMERICAL RATING			4.713

TOTAL NUMERICAL RATING: 4.713

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.713

FINAL NUMERICAL RATING 4.713

ADJECTIVAL RATING: Outstanding

Prepared by:

  
CARLOS B. MONTAJES  
Name of Staff

Reviewed by:

  
ROBERTO C. CUARTE  
Department/Office Head

Recommending Approval:

  
ROBERTO C. CUARTE  
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, 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 January to June 2018.

  
**CARLOS B. MONTAJES**

Administrative Aide I

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

  
**ROBERTO C. GUARTE, 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 (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	4.7	
		PI 8. Area of lawn maintained (sq.m, approx.)	Cleanliness of department surroundings and CoE Complex	Maintenance of surroundings	3700	3700	4	5	5	4.7	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan-June 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		<u>PI 10.</u> 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	4	5	4.7	
Number of Performance Indicators Filled-up							3				Comment & Recommendation for Development Purpose • Undergo coaching and inhouse training on office maintenance, SS, etc. by the Dean
Total Over-all Rating							14.000				
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: 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						
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	82				
Average Score	4.82				

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. Carlos B. Montajes**  
Performance Rating: **4.33 (VS)**

**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 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 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 2018

**Target Date:** December 2018

#### **Next Step:**

- Preparation and 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

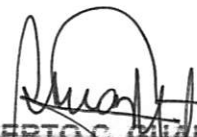
#### **Outcomes:**

- Property 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, COE

Conforme:

**CARLOS B. MONTAJES**  
COE Admin Staff