

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**Name of Administrative Staff: ROGELIO E. PONCE


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.833	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.83</b>

TOTAL NUMERICAL RATING: 4.83

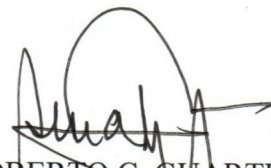
Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.83FINAL NUMERICAL RATING 4.83ADJECTIVAL RATING: Outstanding

Prepared by:

  
ROGELIO E. PONCE  
Name of Staff

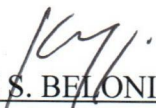
Reviewed by:

  
ROBERTO C. GUARTE  
Department/Office Head

Recommending Approval:

  
ROBERTO C. GUARTE  
Dean/Director

Approved:

  
BEATRIZ S. BELONIAS  
Vice President



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		No. of infrastructure projects implemented	Assist the Dean in planning and implementation of infrastructure projects	Assist the Dean in planning and implementation of infrastructure projects	2	2	5	5	5	5.0	
		No. of on-going construction projects supervised	Supervised the on-going construction and renovations	Supervised the on-going construction and renovations	2	2	5	5	4	4.7	
		Number of personnel supervised	Prepares accomplishment report, monitors, verifies, and signs DTR	Prepares accomplishment report, monitors, verifies, and signs DTR	50	70	5	5	4	4.7	
		Number of construction supplies requested and followed up	Construction of the College of Engineering Annex A and B and renovation of the Old Library	Prepared and estimate list of construction supplies to purchase and followed up at SPMO	10	10	5	5	5	5.0	
		Percentage of construction materials dispatched	Stockman	Received and released construction supplies	80%	80%	4	4	5	4.3	



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of trips for hauling of selected construction materials	Operated tractor in hauling construction materials	Operated tractor in hauling construction materials	6	6	5	5	5	5.0	
		No. of sub-committee handled	Serves as chairman of the Sub-CET Committee on Building Maintenance	Serves as chairman of the Sub-CET Committee on Building Maintenance	1	1	5	5	5	5.0	
Number of Performance Indicators Filled-up							8				
Total Over-all Rating							38.667				
Average Rating							4.833				
Adjectival Rating							Outstanding				

Comments & Recommendations for Development Purpose:

Mr. Ponce is a highly skilled foreman with the right attitude. I recommend him to attend Trainings related to Building Maintenance/Equipment Operation & Maintenance and similar Trainings.

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 2019

Name of Staff: Rogelio E. Ponce Position: Adm. Aide V

**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 = 4.83				
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



## Exhibit I


**PERFORMANCE MONITORING FORM**Name of Employee: Rogelio E. Ponce

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Assist the Dean in planning and implementation of infrastructure projects	2	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
2	Supervise on-going construction and renovations	2	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
3	Prepares accomplishment report, monitors, verifies, and signs DTR	50	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
4	Prepares and estimates list of construction supplies to purchase and followed up at SPMO	10	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
5	Receives and releases construction supplies	80%	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
6	Operates tractor in hauling construction materials	6	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
7	Serves as chairman of the Sub-CET Committee on Building Maintenance	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**ROBERTO C. GUARTE**  
 Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

x	1 <sup>st</sup>	Q U A R T E R
x	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: College of Engineering

Head of Office: Dr. Roberto C. Guarte

Name of Faculty/Staff: Mr. Rogelio E. Ponce

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
a. Monitoring on the Supervision of the construction of Engineering Annex Building and Old Library Building b. Monitoring on the Renovation of existing classrooms and laboratory rooms	Regular personalized monitoring of buildings, lawns, and heavy equipment	Conduct of Collegewide meeting emphasizing, among others, responsibilities of the members of the different college committees	COE Memo No. 22, s. 2019	Notices of Meeting	a. Engineering Annex and Old Library Buildings constructed as planned and existing classrooms and laboratory rooms properly renovated
II. Coaching					
a. Coaching on the Supervision of the construction of Engineering Annex Building and Old Library Building b. Coaching on the Renovation of existing classrooms and laboratory rooms c. Coaching to Implement regular Continuous Quality Improvement (CQI)	Series of individual coaching as needed	Conduct of Collegewide meeting emphasizing, among others, responsibilities of the members of the different college committees	COE Memo No. 22, s. 2019	Notices of Meeting	a. Engineering Annex and Old Library Buildings constructed as planned and existing classrooms and laboratory rooms properly renovated

Conducted by:

ROBERTO C. GUARTE  
Immediate Supervisor

Verified by:

BEATRIZ S. BELONIAS  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO





**VISAYAS**  
STATE UNIVERSITY



**College of Engineering and  
Technology**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: none

Email: [coe@vsu.edu.ph](mailto:coe@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## Employee Development Plan

Name of Employee: **Mr. Rogelio E. Ponce**

Performance Rating: **4.8 (O)**

**Aim:** Mr. Ponce to become an effective and efficient in-charge of Building maintenance of the College of Engineering in Support to COE's Program on International Accreditation and Certification

### **Proposed Interventions to Improve Performance:**

**Date:** January 2019

**Target Date:** June 2019

#### **First Step**

- Continual supervision 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:**

- Resilient Committee on Building, Lawn, and Equipment and issuance of Appointment of committee members with Mr. Albarico as chairman and designating **Mr. Ponce** as in-charge of Building maintenance of the College of Engineering in Support to COE's Program on International Accreditation and Certification
- Working knowledge on the 5S principles

**Date:** July 2019

**Target Date:** December 2019

#### **Next Step:**

- Continuous implementation of the plans and programs on the maintenance of the College of Engineering

#### **Outcomes:**

- Properly maintained the building, if not renovate, the different buildings in the College of Engineering following the 5S principles

#### **Final Steps/Recommendations:**

- Standardize and implement the procedures in the maintenance of the different buildings in the College of Engineering following the 5S principles
- Conduct regular Continuous Quality Improvement (CQI)

Prepared by:

**ROBERTO C. GUARTE**

Dean, CET

Conforme:

**ROGELIO E. PONCE**

Admin Staff