

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	4.792	70%	3.354
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83
Add: Additional Approved Points, if any: -
TOTAL NUMERICAL RATING: 4.83

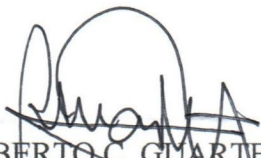
FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: Outstanding

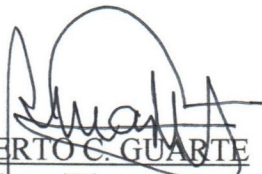
Prepared by:


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



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

I, ROGELIO E. PONCE, 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 2019.

Date: _____

Date:

2 - Fair

[illegible]

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Details of Accomplishment (Jul-Dec 2018)	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	Engineering Annex Building and Renovation of Old Library
		No. of on-going construction projects supervised	Supervised the on-going construction and renovations	Supervised the on-going construction and renovations	2	3	5	5	4	4.7	Old Library Building, COE Supreme Student Council Office, and Renovaation of som classrooms and laboratory rooms in the Engineering Building
		Number of personnel supervised	Prepares accomplishment report, monitors, verifies, and signs DTR	Prepares accomplishment report, monitors, verifies, and signs DTR	50	75	5	5	5	5.0	
		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	2	5	5	4	4.7	
		Percentage of construction materials dispatched	Stockman	Received and released construction supplies	80%	100%	5	5	5	5.0	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Details of Accomplishment (Jul-Dec 2018)	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	1 per month
		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	4	5	4	4.3	Sub-CET Committee on Building Maintenance
Number of Performance Indicators Filled-up							8				
Total Over-all Rating							38.333				
Average Rating							4.792				
Adjectival Rating							Outstanding				

Comments & Recommendations for Development Purpose:

Very skilled and Hard working.
Recommended to attend training on "Building Maintenance; Equipment calibration and maintenance, or related topics.

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 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		59 = 4.92				
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					
Average Score	4.92				

Overall recommendation : _____



ROBERTO C. GUARITE
Name of Head

Exhibit I

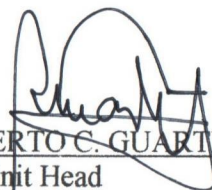
PERFORMANCE MONITORING FORMName of Employee: Rogelio E. Ponce

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	Jan. 2, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
2	Supervise on-going construction and renovations	2	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
3	Prepares accomplishment report, monitors, verifies, and signs DTR	50	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
4	Prepares and estimates list of construction supplies to purchase and followed up at SPMO	10	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
5	Receives and releases construction supplies	80%	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
6	Operates tractor in hauling construction materials	6	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
7	Serves as chairman of the Sub-CET Committee on Building Maintenance	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	

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

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

Prepared by:



ROBERTO C. GUARITE
Unit Head

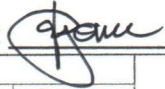
PERFORMANCE MONITORING & COACHING JOURNAL

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x	2 nd	
	3 rd	
	4 th	

Name of Office: College of Engineering

Head of Office: Dr. Roberto C. Guarte

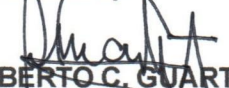
Name of Faculty/Staff: Mr. Rogelio E. Ponce

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. 06, 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. 06, 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
Visca, Baybay City, 6521-A, Leyte, Philippines

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. GUARATE
Dean, COE

Conforme:


ROGELIO E. PONCE
COE Admin Staff