



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: HAIDE B. CUEVAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: 4.74

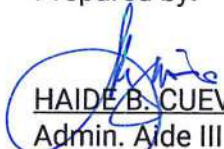
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.74

FINAL NUMERICAL RATING 4.74

ADJECTIVAL RATING: **Outstanding**

Prepared by:


HAIDE B. CUEVAS
Admin. Aide III


Reviewed by:


EPIFANIA G. LORETO
Head, Department of Civil Engineering

Recommending Approval:


JANNET C. BENCURE
Dean, College of Engineering and Technology

Approved:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	2	5	5	4	4.67	ISO 9001:2015 and COPC application for BSCE
UMFO 5. SUPPORT TO OPERATIONS											
	OVPAA MFO 4. Program and Institutional Accreditation Services										
	<u>P18.</u> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/departement under ISO 9001:2015*	<u>A44.</u> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	5	5	5	5.00	No NC and OFI during the ISO Surveillance Audit on February 12, 2024
		<u>A45.</u> Compliance to all requirements of the program and institutional accreditations:		Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	60%	5	4	5	4.67	Submitted required documents (online) needed for the Certification of program compliant for BSCE Program
		On program accreditations									
		On institutional accreditations									
	P19. Additional Outputs	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attended	Attends various university seminars/workshops	1	5	5	5	4	4.67	Orientation of guidelinesea and Procedures on Processes/Services of Offices under ASO, Financial Transaction Forum, L&D Activity, Wellness Seminar, Gender Sensivity Training
		Number of trainings/seminars/workshop attended	Attended	Attends national trainings/seminars/work shop		1	5	5	5	5.00	Seminar workshop on Records Counter Disaster Preparedness and Business Continuity (RCDPBC)
UMFO 6. General Admin. & Support Services (GASS)											

	P1.2. Zero percent complaint from clients served	A.46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero complaint from clients	0%	5	5	5	5.00	No complaint from clients within the evaluation period
	P1.3. Additional Outputs	A.47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Initiates/ introduces improvements in performing functions resulting to best practice	1						none within the evaluation period
		A.48. Other outputs implementing the new normal due to covid 19		Disinfect the area of work especially the table used, printer, computer and the IP phone	1	1	5	5	4	4.67	SS
		Number of documents attended and served	Documentation	Prepares administrative and financial matter of the department. And facilitated in the signing of documents to the Head.	200	500	5	5	4	4.67	payrolls, cash advances, replenishment, liquidations, memoranda, communications, accomplishment reports, certifications, approval, transmittal, etc.
				Prepares Individual Faculty Workload	7	10	5	5	5	5.00	IFW 2nd Sem, AY 2023-2024 (Abrera, MJr. T, Ando, LJ L., Baluran, JR G., Corrales, JB., Cortes, AP D., Gamutan, BD N., Gullies, JA A., Loreto, E.G., Loreto, RA G., Mejia, H.N.)
				Prepares report of actual teaching load and projected faculty workload for the next semester/or academic year	1	1	5	5	5	5.00	2nd Sem, AY 2023-2024
		Number of office and laboratory equipment purchased	Documentation	Prepares purchase request	1	6	4	5	4	4.33	soil dispersion mixer for hydrometer analysis, stirring hot plate, digital vernier caliper, desktop computer, motorized sieve shaker machine, precision balance 1000gx1mg

			Prepares Project Procurement Management Plan (PPMP)	1	3	4	5	4	4.33	(2) STF-DCE Lab share; (1) STF-Instruction
	Number of Payrolls prepared	Prepares payroll for faculty cash advances, JO payroll	Prepares the overload pay payroll and reimbursement, liquidation, etc.	5	41	5	5	4	4.67	payrolls for JOs, cash advance, liquidation and replenishment
	Number of Temporary Clearance distributed to students		Evaluated and give out student clearance		80	5	5	4	4.67	graduating students and students to transfer to other school
	Number of OPCR and IPCR prepared and finalized	Prepares and finalize	Prepares the OPCR of the Department, prepares and finalize attachment of IPCR of the faculty under the department		10	5	5	4	4.67	Draft of DCE OPCR with accomplishment for Jan-June 2024, exhibit K, G, L, H and I for IPCR attachments
	Number of documents scanned and filed	Scans and files documents	Scan and files necessary documents for accreditation, audit and evaluation	70	23	5	5	4	4.67	communications and appointments
Number of Pis									15	
Total Over-all Rating									71.00	
Average Rating									4.73	
Adjectival Rating									0	

Average Rating (Total Over-all rating divided by 4)	4.73
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.73
ADJECTIVAL RATING	0

Comments and Recommendations for Development Purposes:

can take as professional exam

Evaluated and Rated by:

E.S. Loreto
EPIFANIA G. LORETO
 Head, DCE
 Date: July 23, 2024

Recommending Approval:

J. Bencure
JANNET C. BENCURE
 Dean, CET
 Date: July 23, 2024

Approved:

R. S. Gravoso
ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: July 21, 2024



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2024 to June 30, 2024

Name of Staff: HAIDE B. CUEVAS

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

DEPARTMENT OF CIVIL ENGINEERING

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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					67 57
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 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					57
Average Score					4.75
Overall recommendation: Hus to upgrade CS eligibility wlc is needed for promotion					


EPIFANIA G. LORETO
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Haide B. Cuevas**
Performance Rating: 4.74 (Outstanding)

Aim: Ms. Haide B. Cuevas as an effective and efficient support staff of the Department of Civil Engineering in the implementation of the OBEdized four-year BSCE degree program in line with ISO 9001:2015.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

A review and re-orientation of the procedure manual and guidelines of every process to successfully implement the standard in ISO 9001:2015 in the department. Additionally, it is recommended for her to participate in various trainings, conferences, and conventions to enhance her competencies and qualifications.

Result:

The department staff has successfully cascaded the updates, memos and communications to faculty regarding in the successful implementation of the OBEdized program.


Outcome:

There is regular cascading of updated forms and information, as well as smooth processing of clearance for students.

Final Step/Recommendation:

It is advisable for Ms. Cuevas to take the professional civil service exam, which would enable her to apply for higher positions in the future. Pursuing graduate studies and attending trainings and seminars aligned with her job description would also be beneficial. These efforts could contribute to the department's goals of maintaining quality standards.

Prepared by:


EPIFANIA G. LORETO
Unit Head

Conforme:


HAIDE B. CUEVAS
Name of Ratee Faculty/Staff