



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	4.71	70%	3.30
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.80	30%	1.44
		TOTAL NU	MERICAL RATING	4.74

TOTAL NUMERICAL RATING:

4.74

Add: Additional Approved Points, if any:

S. Santon

TOTAL NUMERICAL RATING:

4.74

FINAL NUMERICAL RATING

4.74

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

HAIDE B. CUEVAS Admin. Aide III 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



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HAIDE B. CUEVAS, an administrative staff of the DEPARTMENT OF CIVIL ENGINEERING commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period July 1, 2024 - December 31, 2024.

Approved: 64. Charania 6. LORETO
Head, DGE
Date: 120/106W

JANNET C. BENCURE
Dean, CET
Date: 1/23/2024

								Rating	βι		
MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment	Quality	Efficiency	zsəniləmiT	Ауегаде	Remark
MF0 1	Advanced Education Services	ces						1	1	+	Not applicable
MF0 2	Higher Education Services P11. Number of FTE coordinated and implemented	PI 1. Number of FTE coordinated and implemented									
		PI 2. Average percentage passing in licensure in mandated programs									
		PI 3. Number of graduates in									
		mailuated programs graduated w/in prescribed									
		PI 4. Number of degree programs compliant to CMO									
		supervised and implemented									
MF0 2	UMFO 2. HIGHER EDUCATION SERVICES	ERVICES						+		+	
VPAA	UMFO 3. Higher Education	OVPAA UMFO 3. Higher Education Management Services						-	\vdash	\vdash	
	PI 11. Additional	A 25. Number of						-	H	\vdash	

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COPC Full compliance application for BSCE PRC Visit and Monitoring Si ISO 9001:2015			Two (2) OFIs during the 4.7 6th Internal Quality Audit on September 30, 2024	Submitted Final Full Complinace for the Certification of program compliant for BSCE Program		
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м			zero non- conformity	%06		
-			zero non- conformity	100% compliant		
Prepares documents and /or program profile and other materials required during program/institutiona I accreditation and/or evaluation			Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	Prepares required documents and complies all requirements as prescribed in the accreditation tools		
		ation Services				
Program accreditation/evaluation	SNO	OVPAA MFO 4. Program and Institutional Accreditation Services	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	A 45. Compliance to all requirements of the program and institutional accreditations:	On program accreditations	On institutional accreditations
	UMFO 5. SUPPORT TO OPERATIONS	OVPAA MFO 4. Progran	PI B. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*			
	S					

Jan-Jun = 5 (Orientation of guidelinesa and Procedures on Processes/Services of Offices under ASO, Financial Transaction Forum, L&D Activity, Wellness Seminar, Gender Sensitivity Training) Jul-Dec = (Enhancing Digital Communication: VOIP Phone Mastery and Output Messenger	Jan-Jun (Seminar workshop on Records Counter Disaster Preparedness and Business Continuity (RCDPBC)		No complaint from clients 5.0 within the evaluation period	Ensuring document security while maintaining data privacy.	55
4.7			5.0	4.3	4.7
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-			%0	-	F
-			Zero complaint from clients	٠	-
Attends various university seminars/workshops	Attends national trainings/seminars/ workshop		Provides customer friendly frontline services to clients	Initiates/ introduces improvements in performing functions resulting to best practice	Disinfect the area of work especially the table used, printer, computer and the IP phone
Attended	Attended				
Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Number of trainings/seminars/works hop attended	ort Services (GASS)	A 46. Customerly friendly frontline services	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	A 48.Other outputs implementing the new normal due to covid 19
PI 9. Additional Outputs		UMFO 6. General Admin. & Support Services (GASS)	P12. Zero percent complaint from clients served	<u>Pi 3:</u> Additional Outputs	

payrolls, cash advances, replinishment, liquidations, memoranda, communications, accomplishment reports, accomplishment approval, transmittal, INC Forms, Gradesheets, monitoring, etc.	IFW 1st Sem AY 2024-2025 (Abrera, MJr. T, Ando, LJ L., Bello, LMR, Corrales, JB, Cortes, APD, Doydora, GG, Gamutan, BDN, Gaviola, JCL, Loreto, E.G., Mejia, HN)	(1) 2nd Sem, AY 2023- 2024 5.0 (1) Summer, AY 2023- 2024 (1) 1st Sem, AY 2024-2025
	5.0	5.0
4	ro	ro
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ro.	S.	υ
009	10	2
200	7	1
Prepares administrative and financial matter of the department. And facilitated in the signing of documents to the Head.	Prepares Individual Faculty Workload	Prepares report of actual teaching load and projected faculty workload for the next semester/or academic year
Documentation Prepares administr financial the depar facilitatec signing of documen Head.		
Number of documents attended and served		

0)			_
Jan-Jun= 6 PRs for soil dispersion mixer for hydrometer analysis, stirring hot plate, digital vernier caliper, desktop computer, motorized sieve shaker machine, precision balance 1000gx1mg Jul-Dec = 8 PRs for 30kN Medium Pressure Triaxial Test Set, CBR Apparatus, Digital Balance, Digital Balance Bench, Direct Shear Board, Hydrometer 152H, Triplex Mid-Pressure Triaxial Machine, Universal Testing Machine, Universal Testing Machine Comupter Display, etc.	Jan-Jun = (2) STF-DCE Lab share; (1) STF-Instruction Jul-Dec = (1) Indicative NEP DCE-MOOE (1) Inidcative NEP VSU-IP- 2023-7 2025, (1) STF-Lab Share	payrolls for 5 JOs, SA payrolls, faculty cash advance, liquidation of travel cash advance, and replenishment	
4.3	4.3	4.7	5.0
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ις	ro	ro	co.
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	ю	41	16
-		5	
Prepares purchase request	Prepares Project Procurement Management Plan (PPMP)	Prepares the overload pay payroll and reimbursement, liquidation, etc.	Evaluated and give out student clearance
Documentation		Prepares payroll Prepares the for faculty cash overload pay advances, JO and reimburs payroll liquidation, et	
Number of office and laboratory equipment purchased		Number of Payrolls prepared	Number of Temporay Clearance distributed to students

	Number of documents	Scans and files Scan and files	Scan and files			H	F			Γ
	scanned and filed	documents	necessary						Jan-Jun= 23	
			documents for						(communications and	
			accreditation, audit						appointments)	
			and evaluation	70	40	rc.	7	47	A July-Dec = 40 for COPC	
						_		ì	Compliance, form August	
									to November 2024, PRC	_
									Visit and Monitoring	
									documents, 6th IQA	
Number of PIs										Т
Total Over-all Dating							15			
Total Over-all Ratility							70 67			T
Average Rating							77.4			Т
Adjactival Dating							4.71			-
Adjectival natility							0			Т
					State of the state		0			-

Additional Points: Additional Points: Approved Additional points (with copy of approval) FINAL RATING ADJECTIVAL RATING	Average Define (Total Over all art at a second	
al points (with copy of approval)	everage rating (10tal Over-all rating divided by 4)	4.71
al points (with copy of approval)	Additional Points:	
	Approved Additional points (with copy of approval)	
	FINAL RATING	17.1
	ADJECTIVAL RATING	• 1

Recommending Approval:

Evaluated and Rated by:

EPIFANIA G. LORETO
Head, DCE
Date: 1/32/102%

JANNET C. BENCURE Dean, CET Date: 1/29/2024

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 124 202

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: July 2024

Target Date: December 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:

Unit Head

Conforme:

Name of Ratee Faculty/Staff

Prepares	Number of	ω
ð	clients served	
	complaint from	
Provides custom	Zero percent	2
	9001:2015*	
	under ISO	
	College/department	
	processes of the	
as faculty member	QMS of the core	
his/her functions	improvement of the	
the performance	maintenance and	
complied with in	e implementation,	
university are	established/adequat	
processes of the	the	
QMS core	requirements thru	
Ensures that all ti	Compliance to all	
Expected Outbu	- acis bacon balon	No !
Evported Output	Task Description	Task
Cuevas	Name of Employee: Haide B. Cuevas	Name c

Γ					
		a	2	-	No.
		Number of documents attended and served	Zero percent complaint from clients served	requirements thru the established/adequat e implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Task Description
Prepares Individual Faculty Workload	the department. And facilitated in the signing of documents to the Head.	Prepares administrative and financial matter of	Provides customer friendly frontline services to clients	processes of the university are complied with in the performance of his/her functions as faculty member	Expected Output
January 2024		January 2024	January 2024	January 2024	Date Assigned
February 2024 September 2024		December 2024	December 2024	December 2024	Expected Date to Accomplish
February 2024 September 2024		December 2024	December 2024	September 30, 2024	Actual Date accomplished
impressive		impressive	impressive	impressive	Quality of Output*
Outstanding		Outstanding	Outstanding	Outstanding	Over-all assessment of output**
Submitted IFW for 2nd Sem, AY 2023-2024 and 1st Sem AY 2024-2025 before the required schedule	replenishment, liquidations, memoranda, communications, accomplishment reports, certifications, approval, transmittal etc.	payrolls, cash advances,	No complaint from clients within the	Two (2) OFIs during the 6 th IQA	Remarks/ Recommendation

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Participate in all activities conducted by the department, college, and the university	Number of office and laboratory equipment purchased		
University Orientation, Trainings, flag ceremony, University-wide intramurals,	Prepare purchase request	'Scan and files necessary documents for accreditation, audit and evaluation	Prepares payroll for faculty cash advances, JO payroll
January 2024	January 2024	January 2024	January 2024
December 2024	December 2024	December 2024	December 2024
December 2024	December 2024	December 2024	December 2024
impressive	impressive	impressive	impressive
Outstanding	Outstanding	Outstanding	Outstanding
Participated in all activities conducted by the department, college, and the university	Purchased approved for soil dispersion mixer for hydrometer analysis, stirring hot plate, digital vernier caliper, desktop computer, motorized sieve shaker machine, precision balance 1000gx1mg 8 PRs for 30kN Medium Pressure Triaxial Test Set, CBR Apparatus, Digital Balance, Digital Balance Bench, Direct Shear Board, Hydrometer 152H, Triplex Mid-Pressure Triaxial Machine, Universal Testing Machine Computer Display, etc.	ISO, COPC, PRC Visit and monitoring documents	

Ή	Meetings	Meetings, dDRC	CET Meetings, DC	Christmas Party,
			8	

*Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:





Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2024 to December 31, 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

Eliciticity 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	(3)	4	3	2	1		

Visayas State University, PQXV+2W Baybay City,

Leyte, PHILIPPINES

Email: civilengineering@vsu.edu.ph Website: www.vsu.edu.ph Phone: +63 53 565 0600 local 1020

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				
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	r (3)	4	3	2	1			
12.		(5)	4	3	2	1			
	Total Score	SE			1-	1.			
B. L	eadership & Management (For supervisors only to be rated by higher supervisor)			Sca	le				
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.		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			58					
Average Score		4.83							

EPIFANIA G. LORETO Immediate Supervisor