



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 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**

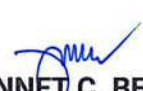
Prepared by:


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

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PI 9. Additional Outputs	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attended	Attends various university seminars/workshops	1	1	5	5	4	4.7	Jan-Jun = 5 (Orientation of guidelines 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 Transition)
	Number of trainings/seminars/workshop attended	Attended	Attends national trainings/seminars/workshop							Jan-Jun (Seminar workshop on Records Counter Disaster Preparedness and Business Continuity (RCDPBC))
UMFO 6. General Admin. & Support Services (GASS)										
PI 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	5.0	No complaint from clients within the evaluation period
PI 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	1	5	4	4	4.3	Ensuring document security while maintaining data privacy.
	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	4.7	5S

		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	600	5	5	4	4.7	payrolls, cash advances, replenishment, liquidations, memoranda, communications, accomplishment reports, certifications, approval, transmittal, INC Forms, Gradesheets, monitoring, etc.
				Prepares Individual Faculty Workload	7	10	5	5	5	5.0	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)
				Prepares report of actual teaching load and projected faculty workload for the next semester/or academic year	1	2	5	5	5	5.0	(1) 2nd Sem, AY 2023-2024 (1) Summer, AY 2023-2024 (1) 1st Sem, AY 2024-2025


		Number of office and laboratory equipment purchased	Documentation	Prepares purchase request									1	7	4	5	4	4.3	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 Computer Display, etc.
				Prepares Project Procurement Management Plan (PPMP)				1	3	4	5	4						4.3	Jan-Jun = (2) STF-DCE Lab share; (1) STF-Instruction Jul -Dec = (1) Indicative NEP DCE-MOOE (1) Indicative NEP VSU-IP-2023-7 2025, (1) STF -Lab Share
		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									4.7	payrolls for 5 JOs, SA payroll, faculty cash advance, liquidation of travel cash advance, and replenishment
		Number of Temporaray Clearance distributed to students		Evaluated and give out student clearance		16	5	5	5									5.0	Clearance for graduating students and to transfer


	Number of documents scanned and filed	Scans and files documents	Scan and files necessary documents for accreditation, audit and evaluation	70	40	5	5	4	4.7	Jan-Jun= 23 (communications and appointments) July-Dec = 40 for COPC Compliance, form August to November 2024, PRC Visit and Monitoring documents, 6th IQA
Number of Pls										
Total Over-all Rating							15			
Average Rating							70.67			
Adjectival Rating							4.71			
							0			

Average Rating (Total Over-all rating divided by 4)			4.71
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			4.71
ADJECTIVAL RATING			OUTSTANDING

Evaluated and Rated by:

EPIFANIA G. LORETO
 Head, DCE
 Date: 1/22/2025

Recommending Approval:

JANNET C. BENCURE
 Dean, CET
 Date: 1/22/2025

Approved:

ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: 1/24/2025

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:


EPIFANIA G. LORETO
Unit Head

Conforme:


HAIDE B. CUEVAS
Name of Ratee Faculty/Staff

PERFORMANCE MONITORING FORM

Exhibit I

Name of Employee: **Haide B. Cuevas**

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	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*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	January 2024	December 2024	September 30, 2024	impressive	Outstanding	Two (2) OFIs during the 6 th IQA
2	Zero percent complaint from clients served	Provides customer friendly frontline services to clients	January 2024	December 2024	December 2024	impressive	Outstanding	No complaint from clients within the evaluation period
3	Number of documents attended and served	Prepares administrative and financial matter of the department. And facilitated in the signing of documents to the Head.	January 2024	December 2024	December 2024	impressive	Outstanding	payrolls, cash advances, replenishment, liquidations, memoranda, communications, accomplishment reports, certifications, approval, transmittal, etc.
		Prepares Individual Faculty Workload	January 2024	February 2024 September 2024	February 2024 September 2024	impressive	Outstanding	Submitted IFW for 2 nd Sem, AY 2023-2024 and 1 st Sem AY 2024-2025 before the required schedule

Exhibit I

		Prepares payroll for faculty cash advances, JO payroll	January 2024	December 2024	December 2024	impressive	Outstanding	
		'Scan and files necessary documents for accreditation, audit and evaluation	January 2024	December 2024	December 2024	impressive	Outstanding	ISO, COPC, PRC Visit and monitoring documents
4	Number of office and laboratory equipment purchased	Prepare purchase request	January 2024	December 2024	December 2024	impressive	Outstanding	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.
5	Participate in all activities conducted by the department, college, and the university	University Orientation, Trainings, flag ceremony, University-wide intramurals,	January 2024	December 2024	December 2024	impressive	Outstanding	Participated in all activities conducted by the department, college, and the university

		Christmas Party, CET Meetings, DCE Meetings, dDRC Meetings							
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* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


EPIFANIA G. LORETO
Head



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.

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				
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	58				
Average Score	4.83				
Overall recommendation: She maybe sent to trainings					


EPIFANIA G. LORETO
 Immediate Supervisor