



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: HAIDE B. CUEVAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING: 4.70

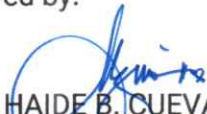
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.70

FINAL NUMERICAL RATING 4.70

ADJECTIVAL RATING: Outstanding

Prepared by:


HAIDE B. CUEVAS
Name of Staff

Reviewed by:


EPIFANIA G. LORETO
Head, Department of Civil Engineering

Recommending Approval:


JANNET C. BENCURE
Dean, College of Engineering and Technology

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

HAIDE B. CUEVAS
Administrative Aide III
Date Jan. 23, 2024

Approved: 
EPIFANIA G. LORETO
 Head, DCE
 Date: Jan-23, 2024


JANNET C. BENCURE
Dean, CET
Date: Jan. 23, 2024

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[illegible]

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	<u>PI 2</u> : Zero percent complaint from clients served	<u>A 46</u> : Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	as of July 1, 2023 to December 31, 2023
	<u>PI 3</u> : Additional Outputs	<u>A 47</u> : 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	5	4	4.7	Well-labeled documents using control number aligned with ISO
		<u>A 48</u> : 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	2	4	5	5	4	4.7	Disinfection by using alcohol and tissue paper for desktop, voip and table
		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.	150	350	5	5	4	4.7	Based on the encoded documents in the 3rd and 4th quarter Quality Records Matrix (QRM) and out-going communications and documents logbook
				Drafts Individual Faculty Workload	7	8	5	5	4	4.7	(8) 1st Semester. AY 2023-2024 (9) 2nd Semester, AY: 2022-2023
				Prepares report of actual teaching load and projected faculty workload for the next semester/or academic year	1	2	5	5	4	4.7	ATL 1st Sem, AY 2023-24 and PWL 1st & 2nd Sem AY 2023-2024 (2) ATL: 2nd Sem, AY: 2022-23 PWL: AY 2023-2024
		Number of office and laboratory equipment purchased	Documentation	Prepares purchase request	1	4	5	5	4	4.7	(2) LCD Projector, (1) Laptop 14i, (1) printer, all-in-one
				Prepares Project Procurement Management Plan (PPMP)	1	3	5	5	4	4.7	(3) STF Lab-share, GAA-VSU-IP-2023-7, GAA 2024 (1) Jan-Jun 2023 accomplishment

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of Payrolls prepared	Prepares payroll for faculty cash advances, JO payroll	Prepares the overload pa, JO payroll, cash advance and liquidation and reimbursement	5	12	5	4	4	4.3	JO payroll and faculty overload pay for 2nd Sem, AY 2022-2023, reimbursement of travel and replenishment of activity
		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		3	5	4	4	4.3	OPCR Jan-Jun 2023 OPCR Jul-Dec 2023 IPCR Jan-Jun 2023
Number of Pls							14				
Total Over-all Rating							65.67				
Average Rating							4.69				
Adjectival Rating							O				

Average Rating (Total Over-all rating divided by 4)	4.69
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.69
ADJECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purposes:

She must attend training

Evaluated and Rated by:

E.P. Loreto
EPIFANIA G. LORETO
Head, DCE
Date: Jan 23, 2024

Recommending Approval:

J. Bencure
JANNET Q. BENCURE
Dean, CEX
Date: Jan 23, 2024

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: Jan 23, 2024



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2023 - December 31, 2023

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	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	:				

E. G. Loreto

EPIFANIA G. LORETO

Head, Department of Civil Engineering