



**VISAYAS**  
STATE UNIVERSITY



**COLLEGE OF ENGINEERING AND TECHNOLOGY**

Visca, Baybay City, Leyte 6521-A, Philippines

Telephone: (053) 565-0600 (loc 1084)

Email Address: [cet@vsu.edu.ph](mailto:cet@vsu.edu.ph)

Website: [www.cet.vsu.edu.ph](http://www.cet.vsu.edu.ph)

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, MICHELLE A. BORLEO, Administrative Aide VI of the Office of the Dean-College of Engineering and Technology, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December 2022.

MICHELLE A. BORLEO

Administrative Aide VI

Date: 09 January 2023

JANNET C. BENCURE

College Dean

Date: 9 Jan 2022

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Dec. 2022	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	4	4.7	Jan-June= 2 (Provided college files to DCST and DABE for their Level IV AACUP evaluation); 1 during the 4th IQA
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									




MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Dec. 2022	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	PI 8. 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*	A 44. 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	4	4.7	Zero non-conformity during the ISO Second Surveillance Audit
		A 45. 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	100% compliant	5	5	4	4.7	No NC and OFI during the 4th IQA
		On program accreditations								
	PI 9. Additional Outputs	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attended various university seminars/workshops	4	4	5	5	4	4.7	Jan-June = 3 (CET Strategic Planning; CET OPCR and IPCR Preparation; NAP Preparation); 4 (ISO Awareness Re-Orientation, Root Cause Analysis, OPCR/IPCR Accomplishments Preparation, Office Productivity Tools)
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	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	Zero complaint from clients	5	5	5	5.0	
	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	5	5	5.0	CET Online Records Keeping for Accreditation/ Certification
		A 48. Other outputs implementing the new normal due to covid 19	Disinfect CET Office and posted COVID related information	100%	100%	5	5	5	5.0	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Dec. 2022	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
		No. of management meetings conducted	Spearheaded meeting with the College of Engineering Records Controller Committee	8	3	5	5	4	4.7	Jan-June= 5 Regular Meeting; 3 Regular Meeting for July to Dec
		Number of documents attended and served	Prepared administrative and financial matter of the college. And facilitated in the signing of documents to the Dean.	1,000	1500	5	4	4	4.3	Office of the Dean documents and facilitated all documents from departments under the college for dean's signature
		Number of office and laboratory equipment purchased	Prepared purchase request	15	5	5	4	4	4.3	
		Number of Payrolls prepared for Job Order Personnel and Student Assistant	Prepared and review JO Payrolls and SA	8	11	5	5	4	4.7	Jan-June = 4 (2 payroll for SA, 1 for JO and 1 for Labor Pakyaw; 11 JO Payroll for Jul-Dec
		Number of CET management committee meetings facilitated	Facilitate in the conduct of CET Management committee meeting, College-Wide Meeting and College faculty meeting	8	4	5	4	4	4.3	Jan-June=6 (ManCom meetings and College Committee Meetings); 4 for Jul-Dec
		Number of OPCR and IPCR prepared and finalized	Prepares the OPCR of the College and review departments' OPCR; Finalize IPCR of the administrative staff under the office of the dean	6	6	5	5	4	4.7	
		Number of committee handled	Supervise and plan	1	1	5	5	4	4.7	CET-DRCC




MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Dec. 2022	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
		Number of PPMP and PR prepared and submitted	Prepare, facilitate, submit and keep track of Office of the Dean PPMPs and PRs in accordance with established and/or standard documentation and filing process	6	12	5	4	5	4.7	Jan-June= 13 (PPMP and PR for 2022 STF and Supplemental GF); Jul to Dec (3 PPMP and PR for T-W, 1 PPMP for GF and 5 PR)
		Number of office tools and equipment maintained	Clean and maintain office tools and equipment	5	5	5	5	4	4.7	
		Number of College Memorandum and Outgoing Communication	Prepared and drafted college memorandum and outgoing communications		55	5	5	5	5.0	
Number of Performance Indicators Filled-up						17				
Total Over-all Rating						79.667				
Average Rating						4.686				
Adjectival Rating						Outstanding				
Comments & Recommendations for Development Purpose:										
Keep up the excellent work! In terms of development, I recommend Ms. Borles to attend training/workshops advanced topics on office productivity tools & other relevant trainings.										


Evaluated and Rated by:

  
**JANNET C. BENCURE**  
 College Dean  
 Date: 9 Jan. 2023

Recommending Approval:

  
**JANNET C. BENCURE**  
 College Dean  
 Date: 9 Jan. 2023

Approved:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
 Vice Pres. for Academic Affairs  
 Date: \_\_\_\_\_