



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Susana B. Miñoza

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.640	70%	3.248
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.748


TOTAL NUMERICAL RATING: 4.748

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.748


FINAL NUMERICAL RATING 4.748

ADJECTIVAL RATING: Outstanding


Prepared by: 
SUSANA B. MINOZA
Name of Staff

Reviewed by: 
ELDON P. DE PADUA
Department/Office Head

Recommending Approval:


JANNET C. BENCURE
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President



VISAYAS
STATE UNIVERSITY



**RENEWABLE ENERGY
RESEARCH CENTER**

Visca, Baybay City, Leyte 6521-A, Philippines


Tel No.: (053)565-0600 local 1130

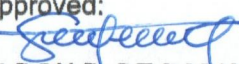
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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SUSANA B. MIÑOZA, a member of the RENEWABLE ENERGY RESEARCH CENTER of the COLLEGE OF ENGINEERING AND TECHNOLOGY commit 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.


SUSANA B. MINOZA
Administrative Aide IV
Date: December 15, 2022

Approved:

ELDON P. DE PADUA
Director, RERC
Date: December 16, 2022


JANNET C. BENCURE
Dean, CET
Date: 9 Jan. 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 3 . RESEARCH SERVICES										
	PI1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Facilitate the preparation of project procurement and management plan and purchase requests of supplies and materials for use on the continuous development and maintainance of the research outputs for possible utilization by industry or other beneficiaries	4	3	5	5	5	5.00	Facilitated the preparation, submission and follow-up of PPMP and PRs for the completion of three (3) research outputs for possible utilization by industry or other beneficiaries. Ensured that research outputs are available to users and other beneficiaries in good condition.

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	PI2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Assist in the completion of research outputs through preparation, drafting and submission of quarterly and mid-year accomplishment reports, providing support during procurement of supplies and materials, and preparation of final terminal report within the year	4	0	3	3	3	3.00	Accomplishment in the period January-June. Assisted completion of one (1) research output.
	PI4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Assist in the preparation of power point materials and other documents for submission and presentation in the annual in-house review	3	3	5	5	5	5.00	Assisted in the preparation of power point presentations and other documents for submission during the annual in-house review and other confere and facilitated the conduct of the IHR
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>			2	5	5	5	5.00	Assisted in the preparation of presentations by providing necessary documentations for 34th RRDEN
UMFO 4. EXTENSION SERVICES										
	PI1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Facilitate the cooperation between the RERC and the VIHS Earth Science Teachers regarding the senior high school students' familiarization of RE technologies found in the RERC and maintains this active partnership and facilitate new partnership endeavor of the Center	1	4	5	5	5	5.00	Facilitated and maintained the communication and other related activities of 3 old and 1 new (CLGU-Baybay) linkage/stakeholders
	PI2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Facilitate the activities on familiarization of RE technologies available at the Center to students and guests including providing support for the repair and maintenance of the RE technologies for sustainability of the demonstration units.	1	1	5	5	5	5.00	Supervised the maintenance of the RE Park and repair of the RE demonstration units in preparation for activities involving familiarization of RE technologies available at the Center
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	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 the functions as an administrative staff and deputy documents and records controller	100%	100%	5	5	5	5.00	Complied all requirements as scheduled and maintained a standard filing and documentation in compliance with the function as the administrative staff as well as the deputy document and records controller of the Center


MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		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%	100%	5	5	5	5.00	assisted in the preparation of supporting documents for the "The Impact Ranking" SDG7-Affordable and Clean Energy
		On program accreditations	Assist in the preparation of required documents for the accreditation of the BSABE program	10	10	5	5	5	5.00	maintained at least 10 documents used during the BSABE accreditation for ease of retrieval when needed
		On institutional certifications	Prepares all required documents for the VSU's Second Surveillance Audit	20	20	5	5	4	4.67	maintained at least 20 documents for the 2nd surveillance audit for the period Jan-Jun and prepared at least 20 documents for the IQA for the period Jul-Dec
		On institutional accreditations	Prepares all required documents for the VSU's International Accreditation		20	5	5	4	4.67	Maintained at least 20 documents for the VSU IA and other accreditations for ease of retrieval
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	100%	5	5	5	5.00	Served clients with courtesy and efficiency; Provided immediate response to client needs and inquiries. Received No complaint from clients

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	<u>PI3</u> : Additional Outputs	<u>A 48</u> . Other outputs implementing the new normal due to covid 19	Draft designs and other outputs related to the implementation of the new normal	10	10	5	5	5	5.00	Initiate new ideas to remind visitors and co-employees on the proper health protocols to prevent the spread of COVID-19. Provided face masks and alcohol to co-workers and visitors alike
		Percentage of OFIs, NCs, and CARs attended	Receive the RERC OFIs, NCs, and CARs. Facilitate the formulation of corrective actions and action plans. Remind the head of office from time-to-time to ensure the on-time submission and completion. Follow-up the status of the corrective actions and action plans for further appropriate actions of the office.	100%	100%	5	5	5	5.00	Received the RERC OFIs, NCs, and CARs. Facilitated all the processing of the documents required until completion and submission. Followed-up the status of the corrective actions and action plans for further appropriate actions of the office.
		Number of documents attended and served	Prepare, facilitate, and keep track of all administrative and financial transactions in accordance with established and/or standard documentation and filing procedures	100	422	5	5	5	5.00	Prepared and facilitated all routine administrative and financial transactions and maintained and kept track of all documents of the Center.
		Number of OPCR and IPCR prepared and submitted	Prepare, facilitate, submit and keep track of OPCR and IPCR in accordance with established and/or standard documentation and filing procedures	4	4	5	5	5	5.00	Prepared, facilitated and submitted 2 OPCRs and 2 IPCRs and maintained copy on file as the dDRC of the Center
		Number of PPMP and PR prepared and submitted	Prepare, facilitate, submit and keep track of Office and project PPMPs and PRs in accordance with established and/or standard documentation and filing procedures	6	5	5	5	5	5.00	Prepared, facilitated and submitted 5 PPMPs for 2023 and maintained copy on file as the dDRC of the Center


MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		Number of committee meetings attended/facilitated	Attend and facilitate CET Document and Records Controller Committee meetings and prepare draft minutes of meeting; Attend CET ManCom meeting and record important updates and things to do	5	5	5	5	4	4.67	Represented RERC in committee meetings
		Number of academic lecture/laboratory rooms maintained	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance	2	2	5	5	5	5.00	Supervised the maintenance of cleanliness of the lecture/laboratory rooms and facilitated the purchase of supplies and materials
		Area of lawn maintained (sq.m, approx.)	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance	1,161	1161	5	5	5	5.00	Supervised the maintenance of the RERC surroundings including the RE Pak and the newly developed ram pump-supported vegetable production demonstration area and facilitate the purchase of supplies and materials
		Number of office and laboratory & office tools and equipment maintained to best condition	Monitor the cleaning and maintenance of office and laboratory tools and equipment	168	193	5	5	5	5.00	Supervised the repair and maintenance of various office and laboratory tools and equipment
		Number of video production assisted	Assist in the video production activities like planning, preparation of supplies necessary for the production, gathering of data and actual video recording	4	1	3	3	3	3.00	Accomplishment reported in the January-June 2022 IPCR. Facilitated the production of 1 promotional video

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		Number of Newsletter article prepared for review	Prepare articles for the RERC newsletter	3	1	3	3	3	3.00	Accomplishment reported in the January-June 2022 IPCR. Prepared 1 draft article for review.
		Number of RERC Newsletter prepared for review	Prepare draft of the RERC Newsletter	1	1	3	3	3	3.00	Accomplishment reported in the January-June 2022 IPCR. Prepared draft of one (1) newsletter.
		Number of Committee involvement	Represent RERC in committee meetings	1	1	5	5	5	5.00	As member of the CET-DRCC, suggested new records management practices, reviewed new and old records management practices together with other committee members, and implemented and maintained approved records management practices
Total Over-all Rating									116.00	
Average Rating									4.640	
Adjectival Rating									Outstanding	
Comments & Recommendations for Development Purposes										
Ms. Miñoza is an excellent administrative staff. She is very productive and efficient with her tasks/assignments. She handles both administrative and financial transactions of the Center as well as research and extension-related activities. It is highly recommended for her to attend seminars/trainings on records and office management and control, risk assessment training, stress management, work-life balance, problem solving and decision making, energy efficiency and conservation seminars, technical writing for publication seminar, extension and research proposal writing and other related seminars and trainings.										

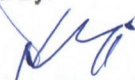
Evaluated and Rated By:


ELDON P. DE PADUA
 Director, RERC
 Date: December 16, 2022

Recommending Approval:


JANNET C. BENCURE
 Dean, College of Engineering and Technology
 Date: 9 Jan. 2023

Approved By:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 12 Jan. 2023

PERFORMANCE MONITORING FORM

Name of Employee: Susana B. Miñoza

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.	Facilitate the preparation of project procurement and management plan and purchase requests of supplies and materials for use on the continuous development and maintenance of the research outputs for possible utilization by industry or other beneficiaries	4	January 1, 2022	December 31, 2022	September 2022	Impressive	Very Satisfactory	Effectively facilitated three out of four (3 4) researches
2.	Assist in the completion of research outputs through preparation, drafting and submission of quarterly and mid-year accomplishment reports, providing support during procurement of supplies and materials, and preparation of final terminal report within the year	4	January 1, 2022	June 30, 2022	June 15, 2022	Impressive (1 out of 4)	Satisfactory	Accomplishment reported in the Jan-Jun IPCR.
3.	Assist in the preparation of power point materials and other documents for submission and presentation in the annual in-house review/fora	3	January 1, 2022	December 31, 2022	August 2022 November 2022	Impressive	Very Satisfactory	Accomplished as targeted (3 out of 3) Two (2) Additional accomplishment
4.	Facilitate the cooperation between the RERC and the VIHS Earth Science Teachers regarding the senior high school students' familiarization of RE technologies found in the RERC and maintains this active partnership and facilitate new partnership endeavor of the Center	1	January 1, 2022	December 31, 2022	December 16, 2022	Impressive (4 of 1)	Very Satisfactory	Effectively facilitated all communication and other related activities 4 linkage/stake holders

5.	Facilitate the activities on familiarization of RE technologies available at the Center to students and guests including providing support for the repair and maintenance of the RE technologies for sustainability of the demonstration units.	1	January 1, 2022	December 31, 2022	November 2022	Impressive (1 of 1)	Very Satisfactory	Efficiently supervised the repair and maintenance of the RE Park
6.	Ensures that all the QMS core processes of the university are complied with in the performance of the functions as an administrative staff and deputy documents and records controller	100% compliance	January 1, 2022	December 31, 2022	December 16, 2022	Very Impressive (100% compliance)	Very Satisfactory	Efficiently functions as administrative staff and DDRC of the Center
7.	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliance	January 1, 2022	December 31, 2022	November 2022	Very Impressive (100% compliance)	Very Satisfactory	Assisted in the 2023 The Impact Ranking SDG7 Affordable and Clean Energy
8.	Assist in the preparation of required documents for the accreditation of the BSABE program	10	January 1, 2022	December 31, 2022	April 2022	Impressive (10 out of 10)	Very Satisfactory	Accomplishment reported in the Jan-Jun IPCR. Maintained documents for easy retrieval for future accreditations
9.	Prepares all required documents for the VSU's Second Surveillance Audit	20	January 1, 2022	December 31, 2022	June 2022	Impressive (20 out of 20)	Very Satisfactory	Accomplishment reported in the Jan-Jun IPCR. Maintained documents for easy retrieval for

								future certifications
10.	Prepares all required documents for the VSU's International Accreditation	not targeted	February 1, 2022	June 2022	June 2022	Very Impressive (20 outputs)	Very Satisfactory	Accomplishment reported in the Jan-Jun IPCR. Maintained documents for easy retrieval for future accreditations
11.	Provides customer friendly frontline services to clients	zero complaint	January 1, 2022	December 31, 2022	December 2022	Very Impressive (zero complaint received)	Very Satisfactory	Served clients with courtesy and efficiency; Provided immediate response to client needs and inquiries. Received No complaint from clients
12.	Receive the RERC OFIs, NCs, CARs and facilitate the formulation of corrective actions and action plans. Ensure on-time submission of required documents and follow-up status of accomplishments	not targeted			November 2022	Very Impressive	Very Satisfactory	Attended all OFIs, NCs, CARs received. No backlog NC, OFI, and CAR.
13.	Draft designs and other outputs related to the implementation of the new normal	10	January 1, 2022	December 31, 2022	December 2022			Efficiently designed, reproduced, and posted signage and labels and provided

								masks and alcohol
14.	Prepare, facilitate, and keep track of all administrative and financial transactions in accordance with established and/or standard documentation and filing process	100	January1, 2022	December 31, 2022	December 2022	Very Impressive (422 out of 100)	Very Satisfactory	Efficiently handled all administrative, financial, and ISO-related documents of the Center
15.	Prepare, facilitate, submit and keep track of OPCR and IPCR in accordance with established and/or standard documentation and filing procedures	4	January1, 2022	December 31, 2022	December 2022	Impressive (4 out of 4)	Very Satisfactory	Timely preparation and submission of OPCR and IPCR
16.	Prepare, facilitate, submit and keep track of Office and project PPMPs and PRs in accordance with established and/or standard documentation and filing procedures	6	January1, 2022	December 31, 2022	November 2022	Impressive (5 of 6)	Very Satisfactory	Timely preparation and submission of PPMPs
17.	Attend and facilitate CET Document and Records Controller Committee meetings and prepare draft minutes of meeting; Attend CET and RERC ManCom meeting and record important updates and produce minutes	5	January1, 2022	December 31, 2022	December 2022	Impressive (5 of 5)	Very Satisfactory	Represented RERC in committee meetings both virtually and face-to-face
18.	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance	2	January1, 2022	December 31, 2022	December 2022	Impressive (2 out of 2)	Very Satisfactory	Effectively monitors one (1) lecture room and one (1) laboratory room
19.	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance of the lawn	1161 sq.m. lawn	January1, 2022	December 31, 2022	December 2022	Impressive (1161 out of 1161)	Very Satisfactory	Monitors 1161 sq.m. of lawn

20.	Monitor the cleaning and maintenance of office and laboratory tools and equipment	168	January1, 2022	December 31, 2022	December 2022	Impressive (193 out of 168)	Very Satisfactory	Effectively monitored the cleaning and maintenance of office and laboratory tools and equipment
21.	Assist in the video production activities like planning, preparation of supplies necessary for the production, gathering of data and actual video recording	4	January1, 2022	December 31, 2022	June 15, 2022	Impressive (1 out of 4)	Satisfactory	Accomplishment reported in the Jan-Jun IPCR. Assisted in one (1) video production
22.	Prepare articles for the RERC newsletter	3	January1, 2022	December 31, 2022	June 15, 2022	Impressive (1 out of 3)	Satisfactory	Accomplishment reported in the Jan-Jun IPCR. Prepared one (1) draft articles for review
23.	Prepare draft of the RERC newsletter	1	January1, 2022	December 31, 2022	June 15, 2022	Impressive (1 out of 1)	Very Satisfactory	Accomplishment reported in the Jan-Jun IPCR. Prepared one (1) draft of newsletter for review
24.	Represent RERC in committee meetings	1	January1, 2022	December 31, 2022	December 2022	Impressive (1 out of 1)	Very Satisfactory	Efficiently made valuable suggestions and implemented

								remarkable records management practices as member of the CET- DRCC
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* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ELDON P. DE PADUA
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2022

Name of Staff: Susana B. Miñoza Position: Admin. Aide IV

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		60				

Total Score						
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		60				
Average Score		5				

Overall recommendation : Promotion to higher position.


ELDON P. DE PADUA
 Director, RERC



Employee Development Plan

Name of Employee: **Ms. Susana B. Miñoza**

Performance Rating: _____

Aim: **Ms. Miñoza** to become an effective and efficient **Document and Records Controller and Risk Manager** of the Renewable Energy Research Center (RERC) in support to CET's Program on International Accreditation and Certification and VSU's International Standardization.

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: December 2022

First Step

- Continual supervision of the CET Committee on Document and Records Management with Ms. Borleo as Chairman and **Ms. Miñoza** as Co-chairman and Documents and Records Controller of RERC and the other department-based Office Administrative staff as members;
- Orientation of the Chairman and members of the committees on their functions and responsibilities;
- Reorientation of all the members on the principles of 5S; and
- Reorientation of all members on documents and records management practices.
- Reorientation on risk management

Results:

- Sturdy CET Documents and Records Management Committee with Ms. Borleo as Chairman and **Ms. Miñoza** as Co-Chairman and designating Documents and Records Controller of RERC in support to CET's Program on International Accreditation and Certification
- Working knowledge on the 5S principles
- Best records management practices
- Working knowledge on risk management

Prepared by:


ELDON P. DE PADUA
Director, RERC

Conforme:


SUSANA B. MIÑOZA
Admin. Aide IV, RERC