

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: VALERIE Y. VERGIS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.872	70%	3.410
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.000	30%	1.500
TOTAL NUMERICAL RATING			4.910

TOTAL NUMERICAL RATING: 4.910

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.910

FINAL NUMERICAL RATING 4.910

ADJECTIVAL RATING: Outstanding

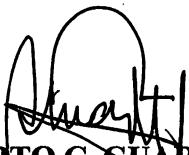
Prepared by:


VALERIE Y. VERGIS
Name of Staff


Reviewed by:


ARTHUR I. TAMBONG, FPSAE
Department/Office Head

Recommending Approval:


ROBERTO C. GUARTE, Ph.D.
Dean/Director

Approved:


BEATRIZ S. BELONIAS, Ph.D.
Vice President



Visayas State University
College of Engineering
Department of Agricultural Engineering
 Visca, Baybay City 6521, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VALERIE Y. VERGIS, Staff of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2018.

Valerie Y. Vergis
VALERIE Y. VERGIS
 Administrative Aide III
 Date: 18 July 2018

Arthur I. Tambong
ARTHUR I. TAMBONG, FPSAE
 Department Head
 Date: 18 July 2018

Rating Equivalents:
 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory
 2 - Fair
 1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan-June 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 1. Graduate Degree Program Management Services											
		PI 1. Graduate degree program monitored	Documenting/ Facilitating	Facilitates graduate degree program	1	1	5	5	5	5.0	MSAE (specializations: Soil and Water, Crop Processing, Renewable Energy, Farm Power & Machinery)
		PI 2. Total Graduate FTE monitored	Documenting/ Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	0.84	5.00	5	5	5	5.0	Total graduate FTE computed in 2nd sem., SY 2017-2018
		PI 3. Percentage increase in number of graduate students enrolled	Documenting/ Monitoring	Documents/monitors percentage increase in number of undergraduate students enrolled	33%	38%	5	4	5	4.7	from 8 students last school year to 11 graduate students.
		BEST PRACTICES:									
		Number of MS graduate study linkages made on masteral programs	Documenting/ Monitoring	Documents/monitors MS graduate study linkages	2	2	5	4	5	4.7	UP-Diliman and UP-Los Baños

OVPI MFO 2. Graduate Student Management Services											
		PI 1. Number of graduate students awarded with scholarships/ assistantships	Documenting/ Monitoring	Documents/monitors graduate students awarded with scholarships/ assistantships	2	6	5	4	5	4.7	6 graduate students awarded with scholarship/ assistantships (CHED, DOST, etc.)
						Total points:				24.0	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI MFO 1. Curriculum Program Management Services											
		PI 1. Total Undergraduate FTE monitored	Documenting/ Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	155.05	198.35	5	5	5	5.0	Total Undergraduate FTE computed in 2nd semester, SY 2017-2018
		PI 2. Number of undergrad. curricular programs compliant to CMO, approved and offered	Supervising/ Monitoring	Ensures that the BSAE degree program is compliant to CHED CMO	1	1	5	5	5	5.0	BSAE
		PI 4. Number of undergrad. graduates in mandated programs graduated within the prescribed period	Documenting/ Monitoring	Documents/Monitors graduating students to graduate on time	20	24	5	4	5	4.7	24 undergraduate graduates in mandated programs graduated within the prescribed period
		PI 5. Percentage increase in the number undergrad students who graduated within the prescribed period	Documenting/ Monitoring	Documents/monitors the percentage (%) increase of no. of undergrad. students graduated within the prescribed period	5%	9%	5	4	5	4.7	2017: 22 graduates; 2018: 24 graduates graduated within the prescribed period
		PI 6. Percentage increase in the number of undergraduate students enrolled	Documenting/ Monitoring	Documents/monitors the percentage (%) increase of no. of undergrad. students enrolled	5%	7%	5	4	5	4.7	1st sem SY 17-18 : 110 ; 2nd sem SY 17-18 : 118 undergraduate students enrolled
		PI 7. Number of academe/industry linkage established	Documenting/ Monitoring/ Facilitating	Facilitates linkages with academe / industry in the Department	10	23	5	5	5	5.0	PSAE, CHED, UP Los Baños, UP Diliman, PAGASA, JRMSU, MSU GenSan, PhilRice, PhilMech, DA RO7, OPA-Negros Occidental, SRA- Negros Occidental, LGU Surigao Del Norte, PCA RO13, DENR RO 07, DENR Ormoc, NIA RO13, PAO Cap. Cebu, AGREA, EDC, SC Global, Visayan Oil Mill, SPMI
		Best Practices/New Initiatives:									
		Number of maintained Center of Excellence (COE) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.0	Center of Excellence in BSAE degree program
		Number of AACCUP Accreditation prepared	Preparing/ Encoding/ Printing	Prepares documents for AACCUP Level III Phase 2	1	1	5	5	5	5.0	BSAE Level III Phase 2
		Number of AACCUP Accreditation maintained	Updating and maintaining documents	Updates and maintains documents re AACCUP	1	1	5	5	5	5.0	BSAE Level III Phase 1
		Number of Washington Accord applied	Preparing/ Encoding/ Printing	Prepares documents for Washington Accord application	1	1	5	5	5	5.0	Washington Accord Accreditation and Certification
		Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	ISO 9001:2015 Certification

		Number of RQAT accreditation applied	Preparing/ Encoding/ Printing	Prepares documents for RQAT Visit	1	1	5	5	5	5.0	RQAT accreditation in BSABE degree program
		Number of International student awards	Documenting/ Monitoring	Documents/monitors international student awards	1	10	5	5	5	5.0	10 Awards - 2018 International AE Conference & PSAE Convention, Davao City, April 2018
		Number of honor graduates	Documenting/ Monitoring	Documents/monitors honor grad.	1	1	5	4	5	4.7	Ms. Jenneth Sioc - Cum Laude
		Number of students awarded with scholarship/ fellowship/grants	Documenting/ Monitoring	Documents/monitors students with scholarship/grants	5	8	5	4	5	4.7	8 undergraduate students awarded with scholarship/ fellowship/grants
		Number of students sent to course-related int'l confmces	Documenting/ Monitoring	Facilitates papers, monitors	5	19	5	5	5	5.0	19 4th & 5th year BSAE students
		Number of students sent to ASEAN / international workshops	Documenting/ Monitoring	Facilitates papers, monitors	1	2	5	5	5	5.0	To Vietnam Worskop - Mr. Allen Glen Gil; To US-NASA Workshop at UP Diliman - Mr. Rod Luis Gonzaga
		Number of international exchange students	Documenting/ Monitoring	Facilitates papers, monitors	1	1	5	5	5	5.0	To Tokyo Univ. of Agric. and Tech. (TUAT) - Mr. Allen Glen Gil
		Number of undergraduate students awarded with honors/distinction	Documenting/ Monitoring	Documents/Monitors who and how many BSAE undergrad students awarded with honors/distinctions	5	17	5	5	5	5.0	<u>INTERNATIONAL SELECTIONS</u> <u>Allen Glen C. Gil</u> <u>a. Exchange Scholar - Tokyo University of Agriculture and Technology, Japan</u> <u>b. Philippine Delegate - Vietnam Environmental Youth Conference</u> <u>AWARDEES DURING THE INTERNATIONAL AGRICULTURAL ENGINEERING CONFERENCE (23-28 APRIL 2018, USEP, DAVAO CITY)</u> <u>Romel A. Linao</u> <u>Champion, AutoCAD Challenge</u> <u>Rud Luis G. Gonzaga</u> <u>2nd Runner-up, Oral Thesis Competition</u> <u>Marjorie E. Timbal, Donna V. Pagliawan and</u> <u>Geliane L. Promentera</u> <u>1st Runner-up, Quiz Bowl</u> <u>Carmela A. Rustia</u> <u>a. Miss Congeniality</u> <u>b. Best in Production Number</u> <u>c. Best in Indigenous Attire</u> <u>d. 2nd Runner-up, Miss PSABE 2018</u> <u>Christine Anne Leslie E. Cabidog, Marjorie E. Timbal, Rejenna C. Lastimosa, Romel A. Linao, Tania Nahja V. Lopez and Ariel C. Mangaporo</u> <u>2nd Runner-up, Dance Competition</u>
						Total points:				93.3	

UMFO 4. EXTENSION SERVICES											
		PI 3. Number of IEC materials/technoguides developed/used	Preparation	Prepares IEC materials/ technoguides developed/used	1	1	5	4	5	4.7	DAE Brochure
		PI 4. Number of beneficiaries served									HS students in Baybay
		Groups	Documenting/ Monitoring	Documents/Monitors who and how many beneficiaries served	3	4	5	4	5	4.7	VSULHS, Hilongos HS, Baybay HS, Ormoc HS
		Individuals	Documenting/ Monitoring	Documents/Monitors who and how many beneficiaries served	30	60	5	4	5	4.7	Sr HS studs of VSULHS, Hilongos HS, Baybay HS, Ormoc HS
						Total points:				14.0	
UMFO 5. SUPPORT TO OPERATIONS (STO)											
OVPI MFO 3. Faculty Evaluation Services											
		PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university	As participant	Participates seminars/ trainings/conventions/ workshops coordinated outside of the university	1	1	5	5	5	5.0	1st Grand Alumni Homecoming (BSAE Class 1980-2017)
		PI 3. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Documenting	Ensures that all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students	60%	100%	5	5	5	5.0	all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students
		PI 4. Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Preparing documents/ As participant/ As secretariat	Conducts/Participates in-house seminars/trainings/ workshops/reviews and/or Assist in preparation and printing of all documents	3	6	5	4	5	4.7	Varied In-house Seminars/ Trainings/Conventions/ Workshops attended
OVPI MFO 4. Program and Institutional Accreditation Services											
		PI 1. Number of degree programs which passed accreditation/evaluation at least Level I	Documenting/ Monitoring	Documents/Monitors	1	1	5	5	5	5.0	BSAE
		PI 3. Percentage of degree program compliant with CHED	Documenting/ Monitoring	Documents/Monitors	100%	100%	5	5	5	5.0	100% complied with CHED (BSAE, BSABE & MSAE degree programs)
		PI 4. Additional outputs									
		Number of activities organized/attended/ assisted/participated/ facilitated	Documenting	Documents activities organized/attended/ assisted/participated/ facilitated	2	4	5	4	5	4.7	PSAE activities, CoE activities
						Total points:				29.3	

UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES											
		PI 1. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	100%	100%	5	5	5	5.0	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
		PI 2. Additional outputs									
		Number of departments and/or service units supervised and monitored	Documenting	Assists in supervising and monitoring one (1) department	1	2	5	5	5	5.0	Department of Agricultural Engineering & PAG-ASA-VSU
		Number of management meetings conducted	Documenting	Documents/Assists in the meeting	2	2	5	4	5	4.7	Special Meetings
		Number of documents attended and served	Documenting	Assists on to be signed and approved documents	450	800	5	5	5	5.0	Varied documents
		Number of hours devoted in consultation meeting	Facilitating	Facilitates consultation meeting	1	3	5	4	5	4.7	Screening of Awardees for 2018 Graduation
		Number of hours devoted in the preparation of documents needed for PTC-ACBET (Washington Accord) accreditation	Facilitating	Facilitates in the preparation of documents needed for PTC-ACBET (Washington Accord) accreditation	120	800	5	5	5	5.0	Washington Accord docs preparation
		Number of hours devoted in the preparation for AACUP accreditation	Facilitating	Facilitates in the preparation for AACUP accreditation	120	800	5	5	5	5.0	AACUP Accreditation docs preparation
		Number of draft documents prepared i.e. memo's, letters, etc.	Preparing documents	Prepares draft documents i.e. memo's, letters, etc. to be checked and finalized by the supervisor	10	20	5	5	5	5.0	Memo, letters, etc
		Number of workloads prepared i.e. projected workload, actual workload, individual workload, summary faculty workload	Preparing documents	Prepares/encodes/prints documents i.e. varied workload documents to be signed by the concerned individual (faculty/supervisor)	15	20	5	5	5	5.0	projected workloads, actual workload, individual workloads, summary faculty workloads
		Number of Enrollment Form distributed to students	Service	Distributes student enrollment form	80	120	5	5	5	5.0	120 enrollment forms distributed
		Number of Copy of Grades distributed to students	Service	Distributes student copy of grades	140	150	5	5	5	5.0	150 student's copy of grades ditributed
		Number of lecture notes/teaching manuals/IM's reproduced	Service	Reproduces lecture notes/teaching manuals/IM's for faculty	5	15	5	4	5	4.7	15 sets of lecture notes/teaching manuals/IM's reproduced
		Number of documents i.e. Quizzes/ Exams/ Laboratory Exercises, etc reproduced	Service	Reproduces documents i.e. Quizzes/ Exams/ Laboratory Exercises, etc.	15	30	5	4	5	4.7	30 sets of quizzes/exams/ laboratory exercises, etc reproduced (averaging 60pcs per set)

		Number of Teaching Performance Evaluation Forms reproduced, labeled and distributed to OVPI	Service	Reproduces Teaching Performance Evaluation Forms	1,500	2,400	5	5	5	5.0	2400 sets of Teaching Performance Evaluation (2 pages per set)
		Number of syllabus/ course outline reproduced	Service	Reproduces syllabus/course outlines	15	25	5	4	5	4.7	25 sets of course outlines/syllabus reproduced (ave. 30 pages per set)
		Number of varied blank forms reproduced	Service	Reproduces/stocked varied blank forms ready to be served to clients	7	15	5	4	5	4.7	15 types of blank forms reproduces/stocked ready to be served to clients
		Number of documents delivered to offices concerned	Delivering office documents	Delivers office related documents to office concerned	150	250	5	4	5	4.7	250 outgoing documents
		Best Practices/New Initiatives:									
		Number of Application for ISO (Prepared) - on-going	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	On-going
		Number of Application for CHED Center of Excellence	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.0	BSAE
						Total points:				92.7	Comments & Recommendations for Development Purpose: Maintain your efficiency in office works.
Total Over-all Rating							253.333				
Average Rating							4.872				
Additional points:											
Approved additional points (with copy of approval) :											
Final Rating							4.872				
Adjectival Rating							Outstanding				

Evaluated and Rated by:

ARTHUR IT. TAMBONG, FPSAE
Head, DAE
Date: _____

Recommending Approval:

ROBERTO C. GUARTE, Ph.D.
Dean, CoEng
Date: _____

Approved:

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 2018
Name of Staff: VALERIE Y. VERGIL Position: ADMINISTRATIVE AIDE III

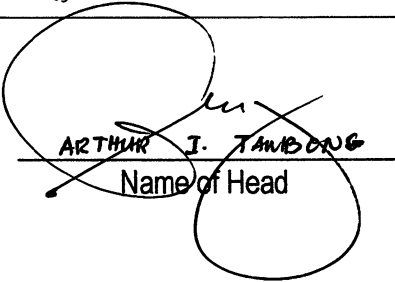
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		60				
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 : keep the good office work and attitude.


Name of Head



Visayas State University
College of Engineering
Department of Agricultural Engineering
Visca, Baybay City 6521, Leyte, Philippines

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Ms. Valerie Y. Vergis**

Performance rating: **4.910 (Outstanding)**

Aim: Ms. Valerie Vergis as an effective ISO Record Controller but need somebody to take her current post as Front Desk Officer

Proposed Interventions to Improve Performance:

Ms. Vergis will be developed into an effective ISO Record Controller but need to train another DAE staff to act as Front Desk Officer.

Date: January 2018

Target Date: June 2018

First Step

- Ms. Vergis will be requested to train a junior office staff for the Front Desk Jobs while at the same time enhancing her skills in ISO Record Control.

Results:

- Availability of newly trained junior staff as Front Desk Officer
- Enhanced skills of Ms. Vergis as ISO Record Controller.

Date: July 2018

Target Date: December 2018

Next Step:

- Relieving Ms. Vergis from Front Desk jobs and re-assigning her as ISO Record Controller.

Outcomes:

- More systematic and higher level of office accomplishment


Final steps/Recommendations:

- Promote Ms. Vergis to Admin Assistant position as a form reward and recognition (R&R) and to encourage much higher office productivity.

Prepared by:


ARTHUR I. TAMBONG, FPSAE
Head, DAE

Conforme:


VALERIE Y. VERGIS
Admin. Aide III