

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: SUSANA B. MIÑOZA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.667	x 70%	3.267
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	x 30%	1.449
TOTAL NUMERICAL RATING			4.716

TOTAL NUMERICAL RATING: 4.716

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.716

ADJECTIVAL RATING: Outstanding


Prepared by:


SUSANA B. MIÑOZA
Name of Staff

Reviewed by:


ARTHUR IL. TAMBONG, FPSAE
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT

Approved:


EDGARDO E. TULIN, Ph.D.
President



Visayas State University
College of Engineering
DEPARTMENT OF AGRICULTURAL ENGINEERING
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SUSANA B. MIÑOZA, 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, 2016.

SUSANA B. MIÑOZA

Administrative Aide III

Date: January - June 2016

ARTHUR IT. TAMBONG

Department Head

Date: 30 June 2016

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	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	PI 8. Additional outputs									
		<i>Number of Areas in an Accreditation of a curricular program (3rd level)</i>	Preparation, Compilation	Preparation of PPP and other supporting documents of at least one (1) Area in a curricular program accreditation	1	3	5	5	5	5.0	Prepared PPP and other supporting documents for Areas V, VI, and VIII for the BSAE AACCUP Level III Accreditation

MFO 3	Research Services	PI 4. Number of research proposals submitted	Research study	Prepared one (1) project proposal for funding		1	5	4	4	4.3	Submitted draft proposal of Evaluation of Renewable Energy Systems in Leyte, Southern Leyte and Biliran to Center director
MFO 4	Extension Services	PI 1. Number of person-days trained weighted by length of training	Coordination, Assessment, Monitoring	Coordinated with the SoPA officers and barangay officials of HEP beneficiaries in Hinunangan, Southern Leyte and conducted assessment of SHS and monitoring of SoPA in the area	7	30	5	5	5	5.0	Coordinated with the officers of San Francisco SoPA, Pagiwon SoPA, Paradise SoPA, and San Pablo SoPA, and barangay Captains of San Pedro and San Pablo, Hinunangan, So. Leyte for the conduct of solar home system (SHS) assessment and SoPA monitoring in the area.
		PI 2. Number of IEC materials/technoguides developed/used	Preparation, Compilation	Prepared at least one (1) IEC material/ technoguide	1	9	5	5	4	4.7	1) Prepared drafts of Profile of Potential Beneficiaries to the Household Electrification Program (HEP) Using Solar Home System (SHS) of the Department of Energy (DOE) in Barangays Maligaya in Mahaplag (1), Leyte, San Pedro (1) and San Pablo (1) in Hinunangan, So. Leyte; 2) Prepared tarpauline layouts (3) of the Implementation of the HEP Using SHS of the DOE in Leyte, So. Leyte, and Biliran Provinces by the VSU-AREC; 3) Prepared summary table for the Profile of Potential Beneficiaries of the HEP Using SHS of the DOE in Barangay Mabini (1), Higatangan Island, Naval and Sitio Tingkasan (1), Brgy. Balacson, Kawayan in Biliran; 4) Compiled and bounded all IEC materials on renewable energy (RE) projects implemented by the Center.

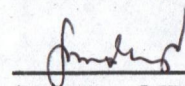
		PI 3. Number of beneficiaries served									
		<i>Groups</i>	Coordination, preparation of documents; monitoring; assessment, and; Documentation for HEP monitoring activities	Coordinated with barangay officials, SoPA officers, and RERC personnel on the monitoring activity of HEP beneficiaries (Brgy. clients) and solar power associations;	50	229	5	5	4	4.7	1) Coordinated with barangay officials of Barangays San Pedro and San Pablo, Hinunangan, Southern Leyte; 2) Coordinated with officers of San Francisco, Pagiwon, Paradise, and San Pablo SoPAs for the conduct of monitoring of SoPA and assessment of SHS in the locality; 3) prepared travel documents for the conduct of monitoring and assessment; 4) supervised the reproduction of monitoring and assessment sheets; 5) prepared report for the monitoring and assessment activity.
			Coordination, preparation of documents; monitoring and documentation for solar streetlights monitoring activities	Coordinate with LGUs on the solar streetlights monitoring activity (municipality and city clients);	43	43	5	4	4	4.3	1) Coordinated with 40 municipalities and 3 cities in Leyte for the assessment of solar streetlights installed in the area; 2) Conducted assessment of solar streetlights in 1).; 3) Prepared monitoring report

		<i>Individuals</i>	Coordination, preparation of documents; monitoring and documentation for HEP monitoring activities	Coordinate with barangay officials, SoPA officers, and RERC personnel on the monitoring activity on the HEP beneficiaries (household clients)	210	419	5	5	4	4.7	1) Coordinated with barangay officials of Barangays San Pedro (8) and San Pablo (8), Hinunangan, Southern Leyte; 2) Coordinated with officers of San Francisco (7), Pagiwon (7), Paradise (7), and San Pablo (7) SoPAs for the conduct of monitoring of SoPA (4) and assessment of SHS (181) in the locality; 3) prepared travel documents (2) for the conduct of monitoring and assessment; 4) supervised the reproduction of monitoring (4) and assessment (181) sheets; 5) prepared report (1) for the monitoring and assessment activity; 6) prepared reimbursement (2) for the travel expenses for monitoring and assessment conducted.
			Coordination, preparation of documents for the solar streetlights monitoring activities	Coordinate with LGUs on the monitoring activity in the area and the number of streetlights to be monitored	6	499	5	5	4	4.7	1) Coordinated with 40 municipalities and 3 cities in Leyte for the assessment of solar streetlights installed in the area; 2) Conducted assessment of 456 solar streetlights installed in the 40 municipalities and 3 cities in Leyte.

MFO 5	Support to Operations	PI 2. Number of in-house seminars/trainings/workshops/reviews conducted	Secretariat and supervision of venue preparation	Assisted in the preparation of one (1) seminars/trainings/conventions/workshops presentations; prepared power point presentations; supervised venue preparations		3	5	4	5	4.7	1) Assisted in the conduct of BSAE alumni consultation meeting and workshop held at the RERC conference room on April 17 and May 20, 2016; 2) Assisted in the conduct of training workshop on content management for the CoE website and online class using moodle held in DCST on May 3-5, 2016; 3) Supervised the venue preparation for the meeting and workshop in 1).
MFO 6	General Admin. & Support Services (GASS)	PI 1. Number of departments and/or service units supervised and monitored	Supervision and Documentation	Supervise RERC utility worker/messenger and monitor attendance of office personnel	1	1	5	4	4	4.3	1) Supervised 1 RERC utility worker/messenger; 2) Monitored weekly attendance of RERC office personnel and prepared weekly logbook report
		PI 3. Number of documents attended and served	Documentation	Prepare administrative and financial matter of the Center and facilitated in the signing of documents to the Director; prepare draft of annual report	75	95	5	4	5	4.7	Prepared the following documents: logbook report=15; payroll=10; travel reim.=2; supply reim.=2; PR=5; RIS=6; Voucher=20; OBR=20; Inspection Report=2; CTC=2; PPMP=1; Job Request=2; Minutes=1; travel reports=1; travel order=6;
		PI 4. Number of academic lecture/laboratory rooms maintained	Supervision	Supervise cleaning and maintenance of conference room, biofuel laboratory room, and; workshop and processing area	3	3	5	4	5	4.7	Supervised the cleaning, maintenance and repainting of conference room and biofuel laboratory room and cleaning and maintenance of workshop and processing area of RERC
		PI 6. Area of lawn maintained (sq.m, approx.)	Supervision	Supervise cleaning and maintenance of energy park and RERC grounds	975	975	5	4	5	4.7	Supervised the cleaning and maintenance of energy park and RERC grounds

		PI 8. Zero percent complaint from clients served			100	100	5	5	5	5.0	100% No complaint from clients served
		PI 9. Additional Outputs									
		Number of Accreditation ingaged in	Preparation Documentation	Prepared documents for the ISO Accreditation of the College of Engineering; Prepared documents for the AACUP Level III Accreditation of the BSAE	2	2	5	5	4	4.7	Prepared draft of work instructions (15), policies and guidelines (5), and flow charts (15) for ISO Accreditation of the CoE; Prepared PPP of Area V, VI, and VIII for the BSAE AACUP Level III Accreditation
Number of Performance Indicators Filled-up							13				
Total Over-all Rating							60.333				
Average Rating							4.667				
Adjectival Rating							Outstanding				

Received by:



Planning Officer

Date: _____

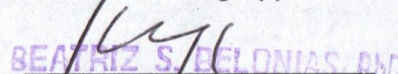
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Chairman, PMT

Date: _____

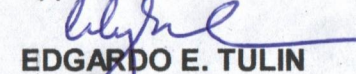
Recommending Approval:


BEATRIZ S. DELONIAS, PhD

Vice Pres. for Instruction

Date: _____

Approved:


EDGARDO E. TULIN

President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2016
 Name of Staff: Susana B. Miñoza 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					
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	4.833				

Overall recommendation :

Excellent!

ARTHUR IT. TAMBONG, FPSM

Name of Head