



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93 4.48	70%	3.451 3.136
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			4.93 4.61

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

**WENIFREDO T. SORIANO**

Name of Staff

Reviewed by:

**REV RHIZZA L. AURE**

Department/Office Head

Recommending Approval:

Approved:

**GLENN G. PAJARES**

Dean/Director

**ROTACIO S. GRAVOSO**

Vice President





# DEPARTMENT OF PHYSICS

“Exhibit B”

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mr. Wenifredo T. Soriano, of the Department of Physics commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July - December 2024.

WENIFREDO T. SORIANO

Lab. Aide II

Date: 1-25-25

Approved:

REV RHIZZA L. AURE

Head, DPhys

Date: 2/13/25

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO: 1 Support to Operations									
	PI. 1. Percentage of apparatus facilitate and inventory	Facilitates and inventory of apparatus	90%	90%	4 5	4 5	4 5	4.00 5	Submitted Laboratory apparatus/equipment Masterlist CY 2024
	PI. 2. Percentage of apparatus regular maintenance of minor trouble shooting	Maintains regular minor trouble shooting	90%	100%	4 5	5	5	4.67 5	Checked and maintained laboratory apparatus
	PI. 3. Number of rooms maintain	Maintains cleanliness of DPhys Laboratory room 1, 2 and 3, 1 Equipment room and Pathways	3	3	5	5	4	4.67	Maintained cleanliness of all laboratory rooms
	PI. 4. Prepared maintenance and calibration plan for physics laboratory equipment	Maintains and calibration plan for physics equipment	90 %	90%	5	4 5	5	4.67 5	Submitted Annual Calibration Plan for Laboratory Instruments for CY 2024
		Assist Physics laboratory classes	90 %	100%	4 5	4 5	5	4.33 5	Midyear AY 2023-2024 First Semester AY 2024-2025



		Issuing and Keeping Physics apparatus	90 %	100 %	4.5	5	5	4.67	Midyear AY 2023-2024 First Semester AY 2024-2025
	PI. 5. Additional Outputs								
		Checking laboratory supplies for replenishment	2	1	5	5	4	4.67	Submit lists to DPhys Clerk for Procurement
		Assist faculty and students			4.5	5	5	4.67	Assisted faculty and students during makeup classes
MFO 6: General Administration and Support Services									
Efficient and customer-friendly frontline service	Served with 0 % complaint from client	Customer assistance	Zero complaint from clients		4.5	4.5	4.5	4.5	No complaint received
Total Over-all Rating					45	45	43	44.34	
Average Rating					5	5	4.8	4.93	4.48
Adjectival Rating					Outstanding				

Very Satisfactory

Average Rating (Total Over-all rating divided by 4)		4.93 4.48
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93 4.48
ADJECTIVAL RATING		Outstanding

Very Satisfactory

**Comments & Recommendations for Development Purpose:**

Keep up the good work!

Evaluated & Rated by:

REV RHIZZA L. AURE  
Head, DPhys

Date: 2/13/25

Recommending Approval:

GLENN G. PAJARES  
Dean, CAS

Date: 2-13-25

Approved by:

ROTACIO S. GRAVOSO  
Vice President for Academic Affairs

Date: 2-13-25

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 <sup>nd</sup>	
✓	3 <sup>rd</sup>	
✓	4th	

Name of Office: Department of Physics

Head of Office: Dr. Rev Rhizza L. Aure

Number of Personnel: Mr. Wenifredo T. Soriano

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		<ul style="list-style-type: none"><li>Reminded the staff members during meetings to maintain the cleanliness of Dphys Laboratory Room, hallway.</li><li>Ensures that the Physics laboratory supplies, instruments, calibration of the laboratory instrument /equipment,</li><li>Among others are maintained and checked at all times</li><li>Ensures that the Laboratory Master list are updated</li></ul>		Department monthly meeting	Staff are always reminded of their duties and responsibilities
Coaching		<ul style="list-style-type: none"><li>Recommended the staff to attend trainings/ seminars on metrology, calibration among others</li></ul>		Department monthly meeting	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

REV RHIZZA L. AURE

Immediate Supervisor

Noted by:

GLENN G. PAJARES

Next Higher Supervisor



## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
MFO 1: ADVANCED EDUCATION SERVICE (20%)								
MFO 2: HIGHER EDUCATION SERVICES (50%)								
PI 4:	Percentage of students enrolled on schedule	Dept. Head & Faculty	Aug 2024					No. of BSAP students enrolled=45
PI 5:	Percentage increase in enrolment	Dept. Head & Faculty	Jan 2024					2 <sup>nd</sup> Sem 23-24: 3 <sup>rd</sup> Year (7); 2 <sup>nd</sup> Year (12); 1 <sup>st</sup> Year (14) = 33 Previous Year no. of students= 49
PI 7:	Number of degree programs implemented	Dept. Head & Faculty						BSAP Program
PI 8:	Number of programs with COPC	Dept. Head & Faculty						BSAP has been awarded with COPC
PI 10:	Total FTE monitored	Dept. Head & Faculty	Mid year & first semester				100%	Ensures that all course offering by the department are catered.
PI 11	Number of new revised curricular proposal submitted	Dept. Head & Faculty						BSAP revised curriculum
PI 12:	Number of new revised proposal approved by UCC							Curriculum Review (BSAP)
PI 13:	Percentage of course	Dept. Head & Faculty	Whole semester	100%				Ensures that all course syllabi are





								Characterization of Selected Plant Oils; 2. Investigating the relationship of GMSL and ENSO using white noise analysis
c.	<i>Regional or Institutional Conferences</i>							1. Microrheological Characterization of Selected Plant Oils; 2. Investigating the relationship of GMSL and ENSO using white noise analysis
PI 4.	Number of research proposal submitted	Dept. Head & Faculty	April 2024				100%	Submitted to DA-RFO 8 in April, 2024 ODSemblante & HRFAbad
PI 5.	Number of research proposals approved *	Dept. Head & Faculty					50%	In progress
PI 6.	Number of approved research projects/studies implemented	Dept. Head & Faculty						
PI 7.	Amount of research money obtained from external sources	Dept. Head & Faculty						Proposal under review
PI 8.	Amount of research money obtained from internal sources	Dept. Head & Faculty						Proposal under review
PI 12	. Number of research articles derived from approved research in the	Dept. Head & Faculty						

	university, submitted							
PI 13.	Number of research articles derived from approved research university, published	Dept. Head & Faculty						In progress
PI 14.	Number of Scopus, WoS, and ACI publications and other reputable journals	Dept. Head & Faculty						N/A
MFO 4								
EXTENSION SERVICES (10%)								
PI 1.	Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Dept. Head & Faculty					100%	1. MOU with DLSU; 2. MOU with USC; 3. MOU with RCTP, CVIF
PI 4.	Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	Dept. Head & Faculty	Whole Semester				100%	1. 1 <sup>st</sup> USC-VSU AstroCamp 2. Lawag/Suga: Igniting Curiosity through Optics and Photonics 3. Research Adviser/s (e.g.VFES)
PI 5.	Number of expert services							



	rendered:							
	a. Peer reviewers of journal/book	Dept. Head & Faculty						
	b. Review of research and extension proposal							
	c. resource speaker/person (panelist, discussant, judge in academic and research competitions, moderator in conferences, convenor, facilitator)	Dept. Head & Faculty	January 2024	100%				<b>Organizer:</b> (Department of Physics) DLSU Physics Seminar <b>Sponsors</b> (Department of Physics): 10th Jagna International Workshop
			March 2024		100%			<b>Organizer:</b> (RRLAure) UP-NIP Seminar on Frontiers in Theoretical and Experimental Physics
			March 2024			100%		<b>Facilitator</b> (Department of Physics) during the VSU-DLSU Physics Seminars
			April 2024			100%		<b>Facilitator</b> (Department of Physics) during the USC-VSU AstroCamp Judge, Elementary Investigative Projects Presentation: JLLCagande
			May 2024				100%	<b>Resource Speakers:</b> (ODSemblante & JLLCagande) during Lawag/Suga: Igniting

								Curiosity through Optics and Photonics, at FCIC, Baybay City, May 25, 2024
	d. accreditor							
	e. consultancy							
PI 6.	Number of extension proposal submitted	Dept. Head & Faculty						Extension proposal (In progress)
PI 7.	Number of extension proposal approved	Dept. Head & Faculty						
PI 10:	Number of extension activities conducted	Dept. Head & Faculty	April 2024					1. 1st USC-VSU AstroCamp
								2. Research Adviser/s (e.g, VFES)
			May 2024					3. Lawag/Suga: Igniting Curiosity through Optics and Photonics
PI 11.	Number of trainings, seminar conducted	Dept. Head & Faculty	April 2024					1. 1st USC-VSU AstroCamp
			May 2024					2. Lawag/Suga: Igniting Curiosity through Optics and Photonics
								3. Research Adviser/s (e.g, VFES)
PI 17.	Amount of extension money generated from internal sources							Extension Proposal (In progress)
Additional Output								
	Research Mentoring						100%	VFES Adviser; VSUIHS Research
MFO 5								



Support to Operations	OVPI MFO 1. Faculty Development Services							
PI 1:	Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *							Ph.D. in Physics-2; Ph.D. in Science Education major in Physics-1
PI 2:	Number of faculty-scholars who completed their advance degrees							Graduate studies of faculty scholar (in progress)
PI 3:	Number of faculty granted with external scholarship							JRPLesidan (DOST Scholar) under VSU Fellowship Contract
PI 4:	Number of faculty granted with internal scholarship/fellowship							Faculty Development Plan (FDP) was revised
PI 7:	Number of faculty sent to trainings, seminars and conferences	Dept. Head & Faculty & staff						<b>10th Jagna International Workshop:</b> 1.RRL Aure; 2. HRF Abad; 3. AVC Casangcapan; 4. JLL Cagande; 5. MLT Timosa; 6. MAA Villocin; 7. MF Sacedon; 8. OD Semblante <b>Frontier in Theoretical &amp; Experimental Physics:</b> 1.RRL Aure; 2. HRF Abad; 3. AVC

								Casangcapan; 4. JLL Cagande; 5. MLT Timosa; 6. MAA Villocin; 7. MF Sacedon; 8. OD <b>Semblante          Training          Workshop on          Research          Proposal: 1. HRF          Abad; 2. OD          Semblante          Chemical Waste          Management and          Safety in the          Chemical          Laboratory- 1          DLSU Physics          Seminar-          Department of          Physics          1st VSU-USC          AstroCamp-          Department of          Physics          VSU Going Green          Seminar-4</b>
<b>Additional outputs</b>								
	<i>Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets</i>	Dept. Head & Faculty	Whole semester	30%		70%		during department meetings
	<i>Number of couching sessions among faculty and staff</i>	Dept. Head & Faculty	Whole semester		50%		50%	couching sessions during department meetings
<b>OVPI MFO 2. Faculty Recruitment/Hir ing Services</b>								
<b>PI 8:</b>	Number of	Dept. Head &						



	new faculty hired with at least Master's degree	Faculty						
<b>OVPI MFO 3. Registration Services</b>								
<b>PI 9:</b>	Percentage of students enrolled and validated within the registration period	Dept. Head & Faculty		100%				<b>2nd Sem SY23-24:</b> (7) 3rd Year; (12) 2nd Year; (14) 1st Year; <b>Mid Year SY23-24:</b> (5) 3rd Year ; (7) 2nd Year; (8) 1st Year
<b>PI 10:</b>	Number of students advised during the registration period	1. JLLCaganded 2. HHRF Abad 3. ODSe mblante		100%				BS Applied Physics
<b>OVPI MFO 4. Curricular Program Management Services</b>								
<b>PI 11:</b>	Number of curricular reviews conducted	Dept. Head & Faculty & staff						BSAP Curriculum Revision
<b>PI 12:</b>	Monthly accomplishment report submitted on time.	Dept. Head & Faculty & staff						
<b>PI 13:</b>	Number of course syllabi and TOs reviewed and approved	Dept. Head & Faculty						Syllabi (1) TOs 2nd Sem. SY 23-24 (16)
<b>PI 14:</b>	Number of OJT MOAs prepared	Dept. Head & Faculty						(1) DLSU Institutional MOA (2) DLSU Student MOAs (1) PAGASA MOAs

								(2) USC MOAs
<b>PI 15:</b>	Number student interns deployed and monitored						60%	OJT is scheduled in the Midyear, A.Y. 2023-2024 (MOAs in progress)
<b>PI 16:</b>	Number of thesis students advised							
<b>PI 17:</b>	Number of exchange students supervised							
<b>PI 18:</b>	Number of students from other schools having summer program supervised							
<b>PI 19:</b>	Number of external institutions/agencies conducting benchmarking activities served		March 2024					DLSU's visit at VSU
<b>PI 20:</b>	Number of students from other academic departments conducting research activities served							VFES and VSU-IHS
<b>MFO 6</b>								
<b>General Admin. &amp; Support Services (GASS)</b>								



<b>PI 1.</b>	Number of departments/institutes/offices supervised							Department of Physics and Alumni Community Relations Office
<b>PI 2.</b>	Number of management meetings conducted							regular/special meeting to be conducted
<b>PI 3.</b>	Number of committee meetings conducted							atleast 1 regular/special meeting to be conducted
<b>PI 4.</b>	Number of routinary documents acted	Dept. Head & Faculty & staff						
<b>PI 5.</b>	Number of requests acted	Dept. Head & Faculty & staff						1. Request to paint computer table & and counter table 2. Request to repair faucet at the DPhys Pantry 3. Request installation Aircondition unit at DPhys Equipment Room 4. Request installation of additional LAN for DPhys Biophysics Room
<b>PI 6.</b>	Number of memoranda prepared	Department Head						
<b>PI 7:</b>	Percentage of IFWs submitted to OVPAA on or before September 30	Department Head & clerk						2nd Sem SY 23-24 IFW
<b>PI 8:</b>	Percentage of Report of Actual teaching loads submitted to OVPAA 30	Department Head & clerk						2nd Sem 23-24 RATL (Feb 14, 2024)

	days after the start of classes							
<b>PI 9:</b>	Percentage of faculty and staff who submitted a DTR every month	Dept. Head & Faculty & staff						
<b>PI 10:</b>	Percentage of complaints, if any, addressed on time	Dept. Head & Faculty & staff						
<b>PI 11:</b>	Percentage of action plans implemented and monitored as scheduled	Dept. Head & Faculty & staff						
<b>PI 12:</b>	Monthly accomplishment report submitted on time.	Dept. Head & Faculty & staff						
<b>PI 13:</b>	Number of classrooms and Lab rooms constructed and renovated							1. Installation of Air Conditioner for the DPhys Laboratory Storage Room; 2. Computer/ Laboratory Tables
<b>PI 14:</b>	Percentage budget utilization (GAA)	Dept. Head & Faculty & staff						
<b>PI 15:</b>	Percentage budget utilization (STF)	Dept. Head & Faculty & staff						
Additional Outputs								
	<i>Number of /new initiatives introduced resulting to best practice</i>	Dept. Head & Faculty & staff						<b>JLLCagande:</b> Flag Ceremony Android App



	<i>replicated/benchmarked by other dept/agencies*</i>							
	<i>Submission of department PPMP for the following year within deadline as prescribed by BAC</i>	Dept. Head & Faculty & staff						for office, instructional used
	Number of admin staff sent to trainings, seminars and conferences	Dept. Head & Faculty & staff	Feb-May 2024					<b>1. Chemical waste Management and safety in the Chemical Laboratory</b> , Feb. 23, 2024 (HGMazo & WFSoriano) <b>2. Sparkling Spaces: Mastering the Arts of Housekeeping</b> (HGMazo & PAGucela) <b>3. Financial Transaction Forum</b> (HGMazo & PAGucela)

Prepared by:

  
**REV RHIZZA L. AURE**  
Unit Head



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July- December 2024

Name of Staff: Wenifredo T. Soriano Position: Administrative Aide II

**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		59				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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						
Average Score		4.92				
Overall recommendation:						

  
**REV RHIZZA L. AURE**  
 Immediate Supervisor