

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)
3. Numerical Rating per IPCR	4.81	70%	3.367
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.464
TOTAL NUMERICAL RATING			4.831

TOTAL NUMERICAL RATING: 4.831


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.831

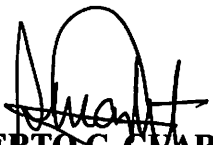
FINAL NUMERICAL RATING 4.831

ADJECTIVAL RATING: Outstanding

Prepared by:


SUSANA B. MIÑOZA
Name of Staff

Reviewed by:


ROBERTO C. GUARTE
Department/Office Head

Recommending Approval:


ROBERTO C. GUARTE
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President




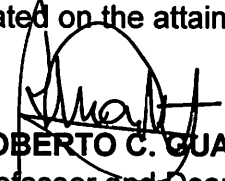
Visayas State University
College of Engineering
RENEWABLE ENERGY RESEARCH CENTER
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SUSANA B. MIÑOZA, Staff of the Renewable Energy Research Center, 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.


SUSANA B. MIÑOZA
Administrative Aide III
Date: 31 July 2018


ROBERTO C. QUARTE
Professor and Dean
Date: _____

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-Jun 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	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	4	4.7	Updated and maintained documents re Center of Excellence (COE) for Ag.Eng.
		Number of AACCUP Accreditation maintained	Updating and maintaining documents	Updates and maintains documents re AACCUP	1	1	5	5	5	5.0	Updated and maintained documents re AACCUP

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan-Jun 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of ISO 9001:2015 application assisted	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	Prepared documents for ISO 9001:2015 application
		Number of Washington Accord Accreditation application assisted	Preparing/ Encoding/ Printing	Prepares documents for Washington Accord Accreditation of the Engineering courses in VSU	1	2	4	5	5	4.7	Prepared documents for Washington Accord Accreditation of the BSAE and BSCE courses in VSU
MFO 3	Research Services	PI 8. Additional outputs									
		Number of research study assisted	Preparation of terminal / progress report	Assist at least one (1) terminal / progress report preparation	1	3	5	5	5	5.0	Assisted the 1st and 2nd Quarter Progress Reports preparation for the research, "Socioeconomic Impact and Operational Evaluation of Renewable Energy Systems (RES) Installed in Leyte and Southern Leyte" and Terminal Report preparation for the study, "Organizational Status of the Solar Power Associations in Leyte and Southern Leyte"
			Study: Impact Evaluation of SHS use by households in Leyte and So. Leyte	Spearhead at least one (1) household survey activity for impact evaluation	1	2	5	4	5	4.7	Spearheaded the conduct of household surveys for the Impact Evaluation project in Apid, Inopacan, and in Dawahon, Bato, Leyte
			Study: Operational Evaluation of SHS use by households in Leyte and So. Leyte	Spearhead at least one (1) activity under the Operational Evaluation Project	1	2	5	4	5	4.7	Spearheaded the conduct of household survey for the operational evaluation project in Apid, Inopacan and in Dawahon, Bato, Leyte.

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan-Jun 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
			Study: Organizational Status of Solar Power Associations in Leyte and So. Leyte	Spearhead at least one (1) activity under the Organizational Evaluation project	1	2	5	4	5	4.7	Spearheaded the conduct of household survey for the organizational status of the solar power associations in Apid and in Dawahon.
MFO 4	Extension Services	PI 1. Number of person-days trained weighted by length of training	Present RE technology demo units to stakeholders	Discuss the RE technology demo units to students and visitors	20	50	4	5	5	4.7	Discussed and presented to senior high school student visitors the benefits of renewable energy and RE technologies found at the Center
		PI 2. Number of IEC materials/technoguides developed/used	Preparation, Compilation, Posting	Prepared at least one (1) IEC materials/ technoguides / tarpaulines / signages / labels	1	30	4	5	5	4.7	Prepared at least 30 posters, signages, and labels
		PI 3. Number of beneficiaries served									
		<i>Groups</i>	Coordination, preparation of documents; monitoring; assessment, and; Documentation for <i>HEP-related activities</i>	Monitoring of SHS units in Leyte and Southern Leyte by recipient barangay	2	4	5	5	5	5.0	Spearheaded the conduct of monitoring of SHS units in Barangay Apid in Inopacan and Barangay Dawahon in Bato, Leyte and barangays San Pedro and San Pablo in Hinunangan, Southern Leyte including the preparation of necessary documents for the conduct of the activity

[illegible]

[illegible]

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan-Jun 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of supporting documents prepared for the ISO Accreditation assisted	Documentation and Records management	Facilitate the documentation and records management of the Center; Assist the College of Engineering in the ISO Accreditation	15	50	5	5	5	5.0	Facilitated the documentation and records management of the Center; Assisted the College of Engineering in the ISO Accreditation
											Comment & Recommendation
Number of Performance Indicators Filled-up							21				for Development Purpose • Undergo in-house coaching and training on Records Mgt., IS and desktop publishing by the Dean/ colleagues
Total Over-all Rating						101.000					
Average Rating						4.810					
Adjectival Rating						Outstanding					

Evaluated and Rated by:

ROBERTO C. GUARTE

College Dean

Date: _____

Recommending Approval:

ROBERTO C. GUARTE

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018Name of Staff: Susana B. Miñoza Position: Adm. Aide III

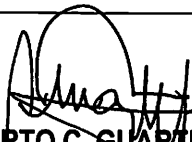
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	(4)	3	2	1

office/department aligned to that of the overall plans of the university.					
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					83
Average Score					4.88

Overall recommendation : _____


ROBERTO C. GUARITE
Name of Head



Visayas State University
College of Engineering
Visca, Baybay City, 6521-A, Leyte, Philippines

Employee Development Plan

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

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

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: June 2018

First Step

- Creation of the COE Committee on Records Management with Ms. Borleo as Chairman and **Ms. Miñoza** as 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; and reorientation of all the members on the principles of 5S

Results:

- COE Committee Records and Management created with Ms. Borleo as Chairman and designating **Ms. Miñoza** as Records Controller of RERC in support to COE's Program on International Accreditation and Certification
- Working knowledge on the 5S principles

Date: July 2018

Target Date: December 2018

Next Step:

- Preparation and implementation of the plans and programs of the Records Management of RERC as part of COE Committee on Records Management


Outcomes:

- Well organized and managed RERC Records following the 5S principles

Final Steps/Recommendations:

- Standardize and implement the procedures in the proper management of RERC's records following the 5S principles
- Conduct regular Continuous Quality Improvement (CQI)

Prepared by:


ROBERTO C. GUARTE
Dean, COE

Conforme:


SUSANA B. MIÑOZA
Admin Staff, RERC