COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

<u>SUSANA B. MIÑOZA</u>

	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
		4.831		

TOTAL	NUMERICAL	RATING:	

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.004

FINAL NUMERICAL RATING

4.831_

ADJECTIVAL RATING:

Outstanding

4.831

4.831

Prepared by:

C.C. CC

lame of Staff

Reviewed by:

ROBERTO C. GVARTE

Department/Office-Head

Recommending Approval:

ROBERTO C. GUARTI

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 <u>January</u> to June 2018.

SUSANA B. MHYOZA 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

						Accom-		Rating			
MFO No.	MFO Descrip- tion	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target		Quality	Efficiency	Timelines	Average	Remark
MFO 2	Higher Education	Best Practices/New Initiatives									
	Services	Number of maintained Center of Excellence (COE) status designated by CHED	_	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	4		Updated and maintained documents re Center of Excellence (COE) for Ag.Eng.
		I .	Updating and maintaining documents	Updates and maintains documents re AACCUP	1	1	5	5	5		Updated and maintained documents re AACCUP

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

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

Rating Accom-MFO Efficiency Timeliness **MFO** Success/Performance Program/ Activities/ plishment Quality Descrip-**Tasks Assigned Target** Remark No. Indicator (PI) **Projects** (Jan-Jun tion 2018) Coordination and Assessment of Solar Power 5 | 5 | 5.0 | Spearheaded the conduct of 2 4 preparation of Associations (SoPA) in Leyte assessment of Solar Power documents: and and Southern Leyte by SoPA Associations in Apid and documentation for Dawahon; Spearheaded the HEP-related activities Evaluation of the organizational status of the 4 SoPAs. Prepared the necessary documents of the activities mentioned. Individuals Coordination and Coordinate with barangay 150 374 5 5.0 Coordinated with barangay preparation of officials and SoPA officers on officials and SoPA officers on documents for the the conduct of HEP-related the HEP-related activities in household surveys and activities in the different target Apid (77 SoPA members + 7 HEP-related activities island barangays; prepare Apid brgy. officials) and important HEP-related Dawahon (283 SoPA documents members + 7 Dawahon brgy. officials); prepared HEPrelated documents e.g. travel orders, reimbursements, etc.; MFO 5 | Support to PI 2. Number of in-house Secretariat and Assist in the conduct of at least 1 4 | 4.3 | Assisted in the conduct of at Operations seminars/trainings/ supervision of venue one (1) seminar/training/ least one (1) workshops/reviews preparation workshop; supervised venue seminar/training/ workshop; assisted/facilitated preparations of a least one supervised venue activity preparations of at least one activity PI 6. Additional outputs Number of Classes Facilitating Conducts student evaluation for 5 5 5 | 5 | 5.0 | Conducted faculty evaluation evaluated for Faculty Professors/Instructors at VSULHS (5 classes) Evaluation

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MFO No.	MFO Descrip- tion	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	plishment (Jan-Jun 2018)	Quality	Efficiency	Timeliness	Average	Remark
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			4.7	Supervised RERC utility worker/messenger and monitor attendance of all office personnel
		PI 3. Number of documents attended and served	Documentation and Records management	Prepare and facilitate the processing of administrative and financial matter of the Center; Maintain a record of all the documents, supplies, tools, equipment, furnitures and fixtures of the Center	90	200	5	5	5	5.0	Prepared and facilitated the processing of administrative and financial matter of the Center; Maintained a record of all the documents, supplies, tools, equipment, furnitures and fixtures of the Center
		PI 4. Number of academic lecture/laboratory rooms maintained	Supervision	Supervise cleaning and maintenance of conference room, laboratory room, and; workshop and processing area	4	4	5	4	5	4.7	Supervised cleaning and maintenance of conference room, laboratory room, and; workshop and processing area
		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 cleaning and maintenance of renewable energy (RE) park and RERC grounds
		PI 8. Zero percent complaint from clients served	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	Served clients with courtesy; immediate response to client needs and inquiries; no (zero) complaint received from clients
		PI 9. Additional Outputs									

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MFO No.	MFO Descrip- tion	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accom- plishment (Jan-Jun 2018)	Quality	Efficiency 8	Timelinessair	Average	Remark
		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
Number of Performance Indicators Filled-up Total Over-all Rating Average Rating Adjectival Rating							0	101	310		Comment or Recommendation or Development Purpose · United States and training on Records Mot., 51. and desistop Dublishing by the Dean/

Evaluated and Rated by: ROBERIO C GUARTE College Dean Date:	Recommending Approval: ROBERTO C. GUARTE College Dean Date:	Approved: BEATRIZ S. BELONIAS, Ph.D. Vice Pres. for Instruction Date:
Date	Dale	Date:

Instrument for Performance Effectiveness of Administrative Staff

	Rating Period: Januar	<u>y to June 2018</u>	
Name 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	<u> </u>					
2	Fair	The performance needs some development to mee	t job requirements.					
1	Poor	The staff fails to meet job requirements						
A. Commi	、 Scale							
1. Demo	(5) 4 3 2							

A.	Commitment (both for subordinates and supervisors)		- ;	Scal	e	
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	6	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					L
B. Leadership & Management (For supervisors only to be rated by higher supervisor)					9	
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.		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	8	3_			
	Average Score	4.	88			
				_		

Overall recommendation

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:

Dean, COE

Conforme:

SUSANA B. MINOZA Admin Staff, RERC