



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

Christopher A. Urate

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.667	70%	3.27
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
	TOTAL NUN	IERICAL RATING	4.75

TOT	ΓΔΙ	NIII	//FRICAL	RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.75

4.75

FINAL NUMERICAL RATING

4.75

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

CHRISTOPHER A. URATE

Name of Staff

JANNET C. BENCURE Immediate Supervisor

Recommending Approval:

JANNET C. BENCURE

Dean

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

NO. CET RAD 24-08





INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>CHRISTOPHER A. URATE</u>, Staff of the Office of the Dean-College of Engineering and Technology, 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 to June 2024.</u>

CHRISTOPHER A. URATE

Adm. Aide I

Date: 11 July 2024

JANNET C. BENCURE

College Dean

Date: 12 July 2024

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

1 - Poor

					Accom-			ating	g	
MFO No.	MFO Descrip- tion	Success/ Performance Indicator (PI)	Tasks Assigned	Target	plishment as of Jun 2024	Quality	Efficiency	Timelines	Average	Remark
UMFO	6. General Admi	in. & Support Services (GASS)								
	Pl 2. Zero	A 46. Customerly friendly frontline	Provides customer	Zero	Zero	5	5	5	5.0	
	percent	services	friendly frontline	complaint	complaint					
	complaint from		services to clients	from	from clients					
	clients served			clients						
	PI 3: Additional	A 48. Other outputs implementing the	Disinfect Offices	11	11	5	4	4	4.3	
1 10	Outputs	new normal due to covid 19	and Classrooms in							
			the College							

					Accom-			ating	9	
MFO No.	MFO Descrip- tion	Success/ Performance Indicator (PI)	Tasks Assigned	Target	plishment as of Jun 2024	Quality	Efficiency	Timelines	Average	Remark
		Number of academic lecture/laboratory rooms maintained	Maintains the cleanliness	11	11	5	5	4	4.7	
		Area of lawn maintained (sq.m, approx.)	Maintenance of surroundings	3700	3700	5	5	5	5.0	
		Number of Administrative Offices Maintained	Maintains the cleanliness	2	2	5	5	4	4.7	
		Number of documents forwarded to concerned offices	Messengerial	200	200	5	5	4	4.7	
		Number of in-house seminars/trainings facilitated	Preparation of venue and snacks	5	2	5	4	4	4.3	
Numbe	er of Performance	Indicators Filled-up						7		
	al Over-all Rating									
Averag	ge Rating						4.	.667		
	ival Rating					(Outs	tanc	ling	
		1.0. 6.5.1.1.5								

Comments & Recommendations for Development Purpose:

necommended to attend relevant trainings for personal development

Evaluated and Rated by:

JANNET C. BENCURE

College Dean

Date: 12 July 2024

Recommending Approval:

JANNET C. BENCURE

College Dean

Date: 12 July 2024

Approved:

ROTACIO S. GRAVOSO

Vice Pres. for Academic Affairs

Date: 31 July 2024



PERFORMANCE MONITORING & COACHING JOURNAL

Х	1 st	Q
х	2 nd	Α
	3 rd	R T
	4 th	E R

Name of Office: College of Engineering and Technology

Head of Office: Dr. Jannet C. Bencure

Name of Personnel: Seven (7) Administrative Clerks

			MECHANI	SIVI		
	Activity Monitoring	Mee One-on-	ting Group	Memo	Others (Pls.	Remarks
		One	Gloup	Wichio	specify)	
A	dmin Clerks of CET: • Ms. Michelle A. Borleo	(CET), and				
	 Department-based Cler 	ks of the Collec	ge of Engineerir	ng and Tecl	nnology	
1. 1	Monitoring					
c.	implementation of College Frontline services Monitoring the effective implementation of the College Records Management Monitoring of the implementation of the College Records Management Codes Monitoring of the implementation of 5S in the College	Regular personalize d monitoring of college frontline services, Records Mgt., and 5S implementati on	Conduct of Collegewide meeting emphasizing , among others, responsibiliti es of the members of the different college committees	CET Memo No. 09 s. 2024	NOM CET N24- 03; NOM N24-08	College Frontline services, Records Management, and 5S are efficiently and effectively implemented
	Coaching					
b.	Coaching on efficient implementation of College Frontline services Coaching on the effective implementation of College Records Management Coaching on the implementation of the College Records Management Codes Coaching to implement 5S in the College Continuous Quality Improvement (CQI)	Series of individual coaching as needed	Conduct of Collegewide meeting, emphasizing , among others, responsibiliti es of the members of the different college committees	CET Memo No. 09 s. 2024	NOM CET N24- 03; NOM N24-08	College Frontline services, Records Management, and 5S are efficiently and effectively implemented

Conducted by:

JANNET C. BENCURE Immediate Supervisor

ROTACIO'S. GRAVOSO

Next Higher Supervisor



PERFORMANCE MONITORING & COACHING JOURNAL

Х	1 st	Q U
Х	2 nd	A R
	3 rd	Т
	4 th	E R

Name of Office: College of Engineering and Technology

Head of Office: Dr. Jannet C. Bencure

Name of Personnel: Three (3) Administrative Staff (Utility, Foreman, Skilled)

		MECHANISM	Л		
Activity Monitoring	Mee	eting		Others	Remarks
Activity Monitoring	One-on-One	Group	Memo	(Pls.	Kemarks
	<u></u>			specify)	
Administrative Staff of Cl	ET:				
 Mr. Rogelio E. Ponce 					
 Mr. Carlos B. Montajes 					
 Mr. Christopher A. Ura 	ate				
I. Monitoring					
 a. Monitoring of building 	Regular	Conduct of	CET		CET buildings,
and lawn maintenance	personalized	Collegewide	Memo		lawn, and
b. Monitoring of the	monitoring of	meeting	No. 02		heavy
Operation and	buildings,	emphasizing,	s. 2024		equipment are
Maintenance of tools and equipment and	lawns, and heavy	among others, responsibilities	CET		visibly maintained
laboratory facilities	equipment	of the	Memo		following the
c. Monitoring of the	equipment	members of	No. 09		principles of 5S
implementation and		the different	s. 2024		principles of 55
adoption of 5S in the		college	3. 2024		
activities of a and b		committees			
II. Coaching					
a. Coaching on Building	Series of	Conduct of	CET		CET buildings,
and Lawn maintenance	individual	Collegewide	Memo	100	lawn, and
b. Coaching on the	coaching as	meeting,	No. 02		heavy
Operation and	needed	emphasizing,	s. 2024		equipment are
Maintenance of tools,		among others,	CET		visibly
equipment and facilities		responsibilities	Memo		maintained
c. Coaching on the		of the	No. 09		following the
implementation of 5S		members of	s. 2024		principles of 5S
		the different	3. 2024		
		college			
	, a	committees			9

Conducted by:

JANNET C. BENCURE Immediate Supervisor Yerified by:

Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final		400104155				TASK S				REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
UMFO 2. HIGHE	R EDUCATION S	ERVICES								
OVPAA MFO 1. Curriculum Program Management Services								,		
PI 1: Total FTE Monitored	Monitor FTE	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 65% of the target
PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Approve and offer CMO compliant undergraduate curricular program	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Actual Accomplish ment meets the target
PI 3: Average percentage passing in licensure exam	Monitor and advise graduating undergraduate students for review for board examination	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 134% of the target for CELE and MELE
PI 4: Number of graduates in mandated programs graduated within the prescribed period	Monitor and follow-up students who are graduating during the period	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	None within the rating period since VSU graduation will be on August 2024
PI 7: Number of academe/ industry linkages established	Maintain, coordinate and establish academe/industry linkages	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 291% of the target
PI 8: Number of students advised										
On thesis/ field practice/ special problem	Advise students in the conduct of their OJT manuscript and ME Project	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 200% of the target
No. of approved manuscript submitted within prescribed period	Monitor and follow-up submission and approval of manuscript	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 157% of the target
On consultation	Monitor and advise students during consultation	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 330% of the target

Major Final						TASK S	TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
PI 9: Number of student organizations advised/assisted										
Student organizations advised	Advise student organization as the organization adviser	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 175% of the target
Student organizations assisted on student related activities	Assist student organization as the organization adviser	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 288% of the target
PI 10: Number of instructional materials developed/revis ed										
On-line ready courseware	Develop and reproduce online courseware	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 160% of the target
Flexible instructional materials	Develop and reproduce flexible instructional materials	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 1327% of the target
Assessment tools	Develop assessment tools	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 217% of the target
PI 11: Number of virtual classrooms created and operationalized	Create virtual classroom and maintain operation	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 340% of the target
PI 12. Percentage of first-time licensure exam takers that pass the licensure exam	Monitor and advise graduating undergraduate students for review for board examination	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 140% of the target
PI 13: Percentage of graduates (two years prior) that are employed	Track graduate whereabouts related to their employment or other related endeavors	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 98% of the target
PI 14. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority	Track and keep record of students enrolled in CHED-identified and RDC-identified priority programs	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Actual Accomplish ment meets the target
PI 15. Percentage of undergraduate	Subject program to accreditation	College Dean &	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Actual Accomplish

Major Final							TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
programs with accreditations		Dept. Heads								ment meets
Additional Outputs:										
PI 16. Number of instructional materials approved by the UIMRC	Prepares and publish IMs	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Currently on-process
PI 19. Number of programs with COPC	Prepares, submits, and maintained COPC	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Actual Accomplish ment meets the target
PI 20. Number of programs applying for COPC	Prepares and submit application for COPC	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Actual Accomplish ment meets the target
PI 21. Percentage of faculty rated at least VS by supervisor	Conducts faculty evaluation performance	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 125% of the target
PI 22. Percentage of courses offered with approved course syllabi	Prepares and submits updated course syllabi	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Actual Accomplish ment meets the target
PI 24. Percentage of courses offered with final grades submitted within the allowable period	Submitted final grades on-time	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 180% of the target
PI 25. Percentage of IFWs submitted to OVPAA on time	Prepares and submits IFWs on- time to OVPAA	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 180% o the target
PI 26. Percentage of actual teaching loads submitted to OVPAA 30 days after the start of classes	Prepares and submits actual teaching loads on-time to OVPAA	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 180% o the target
PI 28. Number of IMs reviewed by the CCC	Prepares and publish IMs	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 33% of the target
PI 29. Number of OJT MOUs prepared	Prepares and facilitates OJT MOUs	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 143% of the target
PI 30. Number of student interns deployed and monitored	Facilitates student interns	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 103% o the target
UMFO 3. RESE	ARCH SERVICES									
PI 1. Number of published papers	Publish papers in internationally									
	indexed journals									

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Major Final						TASK S	TATUS	-		REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
in internationally indexed journals										
In refereed int'l journals	Publish papers in internationally indexed journals	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 20% of the target
PI 2. Number of research outputs presented in regional/national / int'l fora/ conferences										
In int'l fora/ conferences	Present research outputs in international fora/ conferences, etc.	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 20% of the target
In national/ regional fora/ conferences	Present research outputs in national/ regional fora/ conferences	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	No accomplish ments within the rating period
PI 3: Number of research projects conducted and/or completed on schedule	Conduct research studies and/or complete on schedule	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 200% of the target
PI 4: Number of research proposals submitted/endors ed for external funding	Prepare and submit research proposal for external funding	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 83% of the target
PI 9: Number of research outputs in the last three years utilized be the industry or other beneficiaries	Conduct research studies and extend output to beneficiaries	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 150% of the target
PI 10: Number of research outputs completed within the year	Conduct research studies	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	No accomplish ments within the rating period
PI 11: Percentage of research outputs published in internationally- referred or CHED recognized journal within the year										
In refereed int'l journals	Publish paper in peer-reviewed journals	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 33% of the target

Major Final						TASK S	TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
PI 12. Number of patent application	Submits technology for patent	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	No accomplish ments within the rating period
PI 15. Number of research articles derived from approved research in the university, submitted	Prepares and submits research articles for publication	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	No accomplish ments within the rating period
UMFO 4. EXTE	NSION SERVICES									
PI 1: Number of person-days trained weighted by length of training	Provide training to clientele	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 70% of the target
PI 2: Number of trainings conducted	Provide training to clientele	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 57% of the target
PI 4: Number of beneficiaries served	9									
Groups	Provide training to clientele	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplised 57% of the target
Individuals	Provide training to clientele	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplis ed 48% of the target
PI 5: Number of technical/expert services provided/ rendered										Actual
Research Mentoring	Provide/render technical/expert services as research mentor	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Actual Accomplish ment meet the target
Peer reviewers/ Panelists	Provide/render technical/expert services as peer reviewer/panelist	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplis ed 167% of the target
Resource Person	Provide/render technical/expert services as resource person	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplished 178% of the target
Convenor/ Organizer	Provide/render technical/expert services as convener/ organizer	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplis ed 108% of the target
Consultancy	Provide/render technical/expert services as consultant	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplised 67% of the target

Major Final						TASK S	TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
Evaluator	Provide/render technical/expert services as evaluator	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 200% of the target
PI 6: Number of extension projects conducted and/or completed on schedule	Conduct extension activities	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Actual Accomplish ment meets the target
PI 7: Number of extension proposal submitted	Prepare and submit extension proposals	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 29% of the target
PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	Maintain active contact with partner LGUs, industries, NGAs, SMEs and other stakeholders	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 40% of the target
PI 13: Number of trainees weighted by the length of training	Provide training to clientele	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 70% of the target
PI 14: Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	Organize and/or support extension programs	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	No accomplish ments during the rating period
PI 15: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance	Provide training courses and agree to be rated	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 105% of the target
UMFO 5. SUPP	ORT TO OPERAT	IONS								
OVPAA MFO 1. Faculty Development Services										
PI 1: Number of faculty pursuing advanced degree programs (PhD)	Pursue advanced degree program	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 80% of the target

Major Final		*********				TASK S				REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
facilitated, monitored and assisted										
PI 1.1. Number of faculty pursuing advanced research degree	Pursue advanced degree program	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Actual Accomplish ment meets the target
programs (MS) facilitated, monitored and assisted										
PI 2: Number of faculty granted with external scholarships	Track and monitor faculty	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 86% of the target
PI 3: Number of faculty granted with internal fellowship grants	Track and monitor faculty	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Actual Accomplish ment meets the target
PI 5: Number of faculty sent for trainings, seminars, conferences	Track and monitor faculty	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ment exceeds the target by 75%
PI 6. Number of faculty-scholars who completed their advance degrees	Track and monitor faculty	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 38% of the target
OVPAA MFO 2. Faculty Recruitment/ Hiring Services										
PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards	Recruit faculty	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 89% of the target
OVPAA MFO 3. Faculty Evaluation Services										
PI 3: Number of seminars/ trainings/ conventions/ workshops organized/ coordinated for the entire university	Coordinate seminars/training s/workshops for the entire university	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	No accomplish ments during the rating period
PI 4: Number of seminars/ trainings/ conventions/ workshops	Coordinate/attend seminars/training s/workshops outside the university	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 50% of the target

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Major Final						TASK S				REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
outside the university										
PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Undergo evaluation by students	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ment exceeds the target by 16%
PI 6: Number of in-house seminars/ trainings/ workshops/ reviews conducted/ attended	Conduct/attend/ facilitate in-house seminars/training s/workshops	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 67% of the target
OVPAA MFO 4. Program and Institutional Accreditation Services				,						
PI 1: Number of degree programs which passed accreditation/ evaluation at least level 1	Subject degree program(s) to accreditation/ evaluation	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ment meets the target
PI 3: Degree program compliant with CHED	Comply all CHED requirements to the best of ability	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ment meets the target
PI 4: Number of activities organized/ attended/ assisted/ participated/ facilitated	Promote/ encourage attendance/ organization/ participation/ assistance to activities	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 67% of the target
Additional										
Outputs: PI 5: Compliance to all requirements thru the established/ adequate implementation, maintenance and improvement of	Comply all requirements to the best of ability	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 113% of the target
the QMS of the core processes of the College/ department under ISO 9001:2015										
	al Admin. & Sup			5)						
PI 1: Zero percent complaint from clients served	Maintain satisfactory client service	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ment meets the target
Additional Outputs:										

5.

Major Final						TASK S	TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
PI 2: Submission of College/ Department PPMP for the following year within deadline as prescribed by BAC*	Prepare and submit PPMP within the deadline	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ment exceeds the target by 50%
PI 3. Number of coaching sessions among department heads, faculty & staff	Conduct coaching sessions	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 58.33% of the target
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of college/ department targets	Conduct planning sessions and tracking and monitoring of targets	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 91.67% of the target
PI 5. Number of regular executive committee meetings conducted	Conduct executive committee meetings	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 83.33% of the target
PI 8. Number of departments/inst itutes/offices supervised	Supervision	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 217% of the target
PI 9. Number of routinary documents acted	Acted routinary documents	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 169% of the target
PI 10. Number of committee meetings conducted	Conducted committee meetings	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 33% of the target
PI 11. Number of requests acted	Acted requests	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 1330% of the target
PI 12. Number of memoranda prepared	Prepares and disseminate memoranda	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 286% of the target
PI 13. Percentage of faculty and staff submitted a DTR every month	Submission of DTR on-time	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 161% of the target
PI 15. Percentage of action plans implemented	Monitoring and implementation of action plans	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 85% of the target

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Major Final						TASK S	TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
and monitored as scheduled										
PI 16. Percentage of monthly accomplishment report submitted on time	Submission of accomplishment reports on time	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 89% of the target

Prepared by:

JANNET C. BENCURE
Dean, CET

PERFORMANCE MONITORING FORM

Name of Employee: Christopher A. Urate

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen dation
1.	Provide customer friendly frontline services to clients	Zero complaint from clients	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
2.	Disinfect CET Office and its classrooms	11	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
3.	Regular maintenance of the cleanliness of classrooms and laboratory rooms	11	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
4.	Maintains the order and cleanliness of the lawn and the surroundings areas of College of Engineering Building compound	3700 sq.m.	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
5.	Maintains the cleanliness of Administrative Offices	2	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
6.	Forwards office documents to concern offices	200	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
7.	Preparation of venue and snacks during in-house seminars/trainings facilitated	5	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	

^{*} Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:







Employee Development Plan

Name of Employee: Mr. Christopher A. Urate

Performance Rating: 4.72 (O)

Aim: Mr. Urate to become an effective and efficient member of the Rooms/Land Utilization and Lawn Maintenance Committee of the College of Engineering and Technology (CET) in support to CET's programs.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step

 Continual supervision of the CET Committee on Rooms/Land Utilization and Lawn Maintenance and orientation of the Chairman and members of the committees on their functions and responsibilities.

Results:

- Resilient Committee on Rooms/Land Utilization and Lawn Maintenance and issuance of Appointment of committee members and designating Mr. Urate as In-charge of the lawn maintenance and cleanliness of classrooms and the DABE Administrative Office in the old Engineering Building
- Working knowledge on the 5S principles

Date: July 2024

Target Date: December 2024

Next Step:

 Continuous implementation of the plans and programs on the maintenance of the CET lawn and cleanliness of classrooms and office in the old Engineering Building following 5S principles

Outcomes:

 Properly maintained lawn, classrooms and office space of the old Engineering Building following 5S principles

Final Steps/Recommendations:

- Standardize and implement the procedures in the maintenance of the lawn, classrooms, and office space of the old Engineering Building following 5S principles
- Mr. Urate should continuously attend trainings, seminars, and workshops to strengthen
 his competencies and qualifications as member of the maintenance committee of the
 college

Prepared by:

JANNET C. BENCURE Dean, CET

Conforme:

CHRISTOPHER A. URATE Admin. Aide I





Adm. Aide I

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January to June 2024</u>	
Name of Staff: CHRISTOPHER A. URATE	Position

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.

	Elicii	cie 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. C	Commitment (both for subordinates and supervisors)		S	Scal	е	
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



COLLEGE OF ENGINEERING AND TECHNOLOGY

Visayas State University, PQWW+R2 Baybay City, Leyte Email: cet@vsu.edu.ph

Website: <u>www.vsu.edu.ph</u> Phone: +63 53 565 0600 Local 1084

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	3	59/	w		
	eadership & Management (For supervisors only to be rated by higher upervisor)		S	Scal	е	
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	5	1			
	Average Score	4.	92			
Ove	rall recommendation: Recommend to attend religious trainings /	-	mi n	B1/	,	
	workshops ter professional and personal development.			,		

