

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Valerie Y. Vergis

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.883	70%	3.418
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.917	30%	1.475
TOTAL NUMERICAL RATING			4.893

TOTAL NUMERICAL RATING: 4.893
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: Outstanding

Prepared by:

Valerie Y. Vergis
Name of Staff

Reviewed by:

Arthur T. Tambong
ARTHUR T. TAMBONG, FPSAE
Head & Professor III, DAE
Department/Office Head

Recommending Approval:

Roberto C. Guarte
ROBERTO C. GUARTE
Dean, CoEng

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
VP for Instruction

CONFIDENTIAL - SECURITY INFORMATION

10/10/77

TO: DIRECTOR, FBI

FROM: SAC, NEW YORK

SUBJECT: [Illegible]

RE: [Illegible]

DATE: 10/10/77

TIME: 10:00 AM

CLASSIFICATION: [Illegible]

EXTENSION: [Illegible]

REMARKS: [Illegible]

APPROVED: [Illegible]

SPECIAL AGENT IN CHARGE

DATE: 10/10/77

COPIES: [Illegible]

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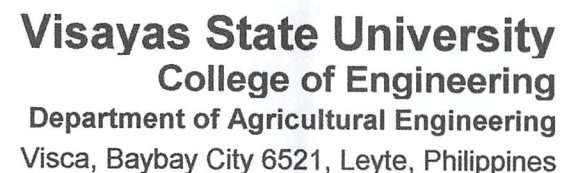
10:00 AM

ARTHUR T. RAMBO, FROE
Head & Project III, DAS

10/10/77

RECEIVED 10/10/77

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I, VALERIE Y. VERGIS, 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 July to December, 2018.

ARTHUR IT. TAMBONG, FPSAE
Department Head
Date: Rating

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 1. Graduate Degree Program Management Services											
		PI 1. Graduate degree program monitored	Documenting/ Facilitating	Facilitates graduate degree program	1	1	5	5	5	5.0	MSEA (specializations: Soil and Water, Crop Processing, Renewable
		PI 2. Total Graduate FTE monitored	Documenting/ Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	0.25	0.25	5	5	5	5.0	Total graduate FTE computed in 1st sem., SY 2018-2019
		BEST PRACTICES:									
		No. of incoming exchange students - Germany	Monitoring/Facilitating	Follow-up the exchanged student activities	1	1	5	5	5	5.0	Mr. Artur Kauter from University of Cologne, Germany
		Number of MS graduate study linkages made on masteral programs	Documenting/ Monitoring	Documents/monitors MS graduate study linkages	2	2	5	4	5	4.7	UP-Diliman and UP-Los Baños
OVPI MFO 2. Graduate Student Management Services											
		PI 1. Number of graduate students awarded with scholarships/ assistantships	Documenting/ Monitoring	Documents/monitors graduate students awarded with scholarships/ assistantships	2	6	5	4	5	4.7	6 graduate students awarded with scholarship/ assistantships (CHED, DOST, etc.)
						Total points:				24.3	
UMFO 2. HIGHER EDUCATION SERVICES											

OVPI MFO 1. Curriculum Program Management Services

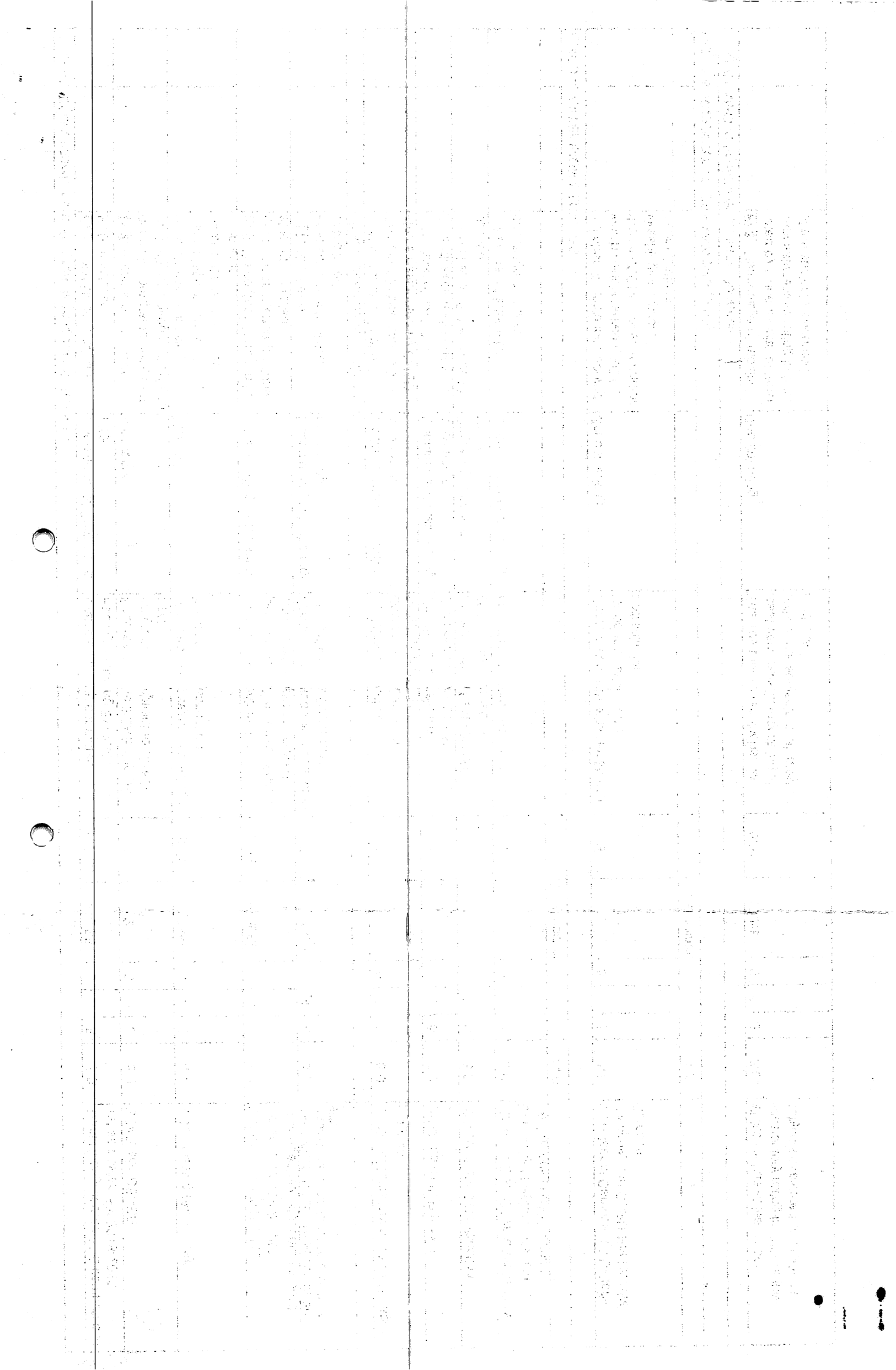
		PI 1. Total Undergraduate FTE monitored	Documenting/ Computing FTE	Encodes, prints, computes Faculty Teaching Evaluation	155.05	218.35	5	5	5	5.0	Total Undergraduate FTE computed in 1st semester, SY 2018-2019
		PI 2. Number of undergrad. curricular programs compliant to CMO, approved and offered	Monitoring	Ensures that the BSAE degree program is compliant to CHED CMO	1	2	5	5	5	5.0	BSAE and BSABE
		PI 3. Average passing percentage in licensure examinations in mandated programs	Monitoring	Monitors the passing percentage in licensure examination	60%	67.74%	5	4	5	4.7	VSU Passing (All takers)
		PI 6. Percentage increase in the number of undergraduate students enrolled	Documenting/ Monitoring	Documents/monitors the percentage (%) increase of no. of undergrad. students enrolled	20%	35.59%	5	4	5	4.7	2nd sem SY 17-18 : 118 ; 1st sem SY 18-19 : 160 undergraduate students enrolled
		PI 7. Number of academe/industry linkage established	Documenting/ Monitoring/ Facilitating	Facilitates linkages with academe / industry in the Department	2	9	5	4	5	4.7	PSAE, CHED, UP Los Baños, UP Diliman, PAGASA, EDC, SC Global, Visayan Oil Mill, SPMI
		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	5	5.0	Center of Excellence in BSAE degree program
		Number of AACUP Accreditation maintained	Updating and maintaining documents	Updates and maintains documents re AACUP	1	1	5	5	5	5.0	BSAE Level III Phase 2
		Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	ISO 9001:2015 Certification
		Number of international exchange students	Documenting/ Monitoring	Facilitates papers, monitors	1	1	5	5	5	5.0	Mr. Allen Glen Gil enrolled to Tokyo University of Agriculture and Technology (TUAT), Japan
						Total points:				44.0	

UMFO 4. EXTENSION SERVICES

		Number of institutions served which benchmarked DAE for their AACUP Level III and/or Washington Accord Accreditations	Benchmarking	Coordinated with other institution for benchmarking and accreditation	3	3	5	4	5	4.7	VSU-Isabel Campus, CTU-Barili Campus, and CSPU-Pontevedra Campus
						Total points:				4.7	

UMFO 5. SUPPORT TO OPERATIONS (STO)
OVPI MFO 3. Faculty Evaluation Services

		PI 3. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Documenting	Ensures that all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students	60%	100%	5	5	5	5.0	all faculty has at least very satisfactory rating in 50% of the subjects evaluated by students
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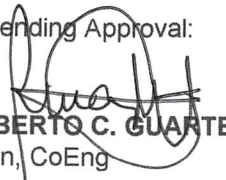
		PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	Preparing documents/ As participant/ As secretariat	Conducts/Participates in-house seminars/trainings/workshops/reviews and/or Assist in preparation and printing of all documents	1	3	5	4	5	4.7	Varied In-house Seminars/ Trainings/Conventions/ Workshops attended
OVPI MFO 4. Program and Institutional Accreditation Services											
		PI 1. Number of degree programs which passed accreditation/evaluation at least Level I	Documenting/ Monitoring	Documents/Monitors	1	1	5	5	5	5.0	BSAE
		PI 3. Percentage of degree program compliant with CHED	Documenting/ Monitoring	Documents/Monitors	100%	100%	5	5	5	5.0	100% complied with CHED (BSAE, BSABE & MSAE degree programs)
		PI 4. Additional outputs									
		Number of activities organized/attended/ assisted/participated/ facilitated	Documenting	Documents activities organized/attended/ assisted/participated/ facilitated	2	2	5	4	5	4.7	PSAE/CoE activities
						Total points:				24.3	
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES											
		PI 1. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	100%	100%	5	5	5	5.0	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
		PI 2. Additional outputs									
		Number of departments and/or service units supervised and monitored	Documenting	Assists in supervising and monitoring one (1) department	1	2	5	5	5	5.0	Department of Agricultural Engineering & PAG-ASA-VSU
		Number of management meetings conducted	Documenting	Documents/Assists in the meeting	2	2	5	4	5	4.7	Regular Meetings
		Number of documents attended and served	Documenting	Assists on to be signed and approved documents	450	990	5	5	5	5.0	Varied documents
		Number of draft documents prepared i.e. memo's, letters, etc.	Preparing documents	Prepares draft documents i.e. memo's, letters, etc. to be checked and finalized by the	10	35	5	5	5	5.0	Memo, letters, etc
		Number of workloads prepared i.e. projected workload, actual workload, individual workload, summary faculty workload	Preparing documents	Prepares/encodes/prints documents i.e. varied workload documents to be signed by the concerned individual (faculty/supervisor)	15	20	5	5	5	5.0	projected workloads, actual workload, individual workloads, summary faculty workloads
		Number of Enrollment Form distributed to students	Service	Distributes student enrollment form	80	130	5	5	5	5.0	130 enrollment forms distributed
		Number of Copy of Grades distributed to students	Service	Distributes student copy of grades	120	130	5	4	5	4.7	130 student's copy of grades ditributed

		Number of lecture notes/teaching manuals/IM's reproduced	Service	Reproduces lecture notes/teaching manuals/IM's for faculty	5	15	5	4	5	4.7	15 sets of lecture notes/teaching manuals/IM's reproduced
		Number of documents i.e. Quizzes/ Exams/ Laboratory Exercises, etc reproduced	Service	Reproduces documents i.e. Quizzes/ Exams/ Laboratory Exercises, etc.	15	30	5	5	5	5.0	30 sets of quizzes/exams/ laboratory exercises, etc reproduced (averaging 60pcs per set)
		Number of Teaching Performance Evaluation Forms reproduced, labeled and distributed to OVPI	Service	Reproduces Teaching Performance Evaluation Forms	1,000	2,400	5	5	5	5.0	2400 sets of Teaching Performance Evaluation (2 pages per set)
		Number of syllabus/ course outline reproduced	Service	Reproduces syllabus/course outlines	15	25	5	4	5	4.7	25 sets of course outlines/syllabus reproduced (ave. 30 pages per set)
		Number of varied blank forms reproduced	Service	Reproduces/stocked varied blank forms ready to be served to clients	7	15	5	4	5	4.7	15 types of blank forms reproduces/stocked ready to be served to clients
		Number of documents delivered to offices concerned	Delivering office documents	Delivers office related documents to office concerned	100	250	5	5	5	5.0	250 outgoing documents
		Best Practices/New Initiatives:									
		Number of Application for ISO (Prepared) - on-going	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	On-going
		Number of Application for CHED Center of Excellence	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.0	BSAE
		Number of trainings attended for improvement of laboratory operations	Participant	Participated in trainings for service improvement	1	2	5	5	5	5.0	(1) Training on Quality Assurance and Compliance; (2) Training on Firefighting and Rescue
Total Over-all Rating					Total points:					83.3	Comments & Recommendations for Development Purpose: Have a mastery of ISO standards, records control and 5S implementation in your line of work.
Average Rating										180.667	
Additional points:											
Approved additional points (with copy of approval) :											
Final Rating										4.883	
Adjectival Rating										Outstanding	

Evaluated and Rated by:


ARTHUR IT. TAMBONG, FPSAE
 Head, DAE
 Date: _____

Recommending Approval:


ROBERTO C. GUARTE, Ph.D.
 Dean, CoEng
 Date: _____

Approved:


BEATRIZ S. BELONIAS, Ph.D.
 Vice Pres. for Instruction
 Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2018

Name of Staff: Valarie T. Vergis

Position: Admin Aide/Clerk

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

INVESTIGATION OF THE CAUSE OF THE ACCIDENT

REPORT OF THE INVESTIGATING COMMITTEE

On the 1st day of January 1900, at the City of New York, the undersigned, being duly sworn, depose and say that they are the members of the investigating committee appointed by the Board of Fire Commissioners of the City of New York, to investigate the cause of the fire which broke out at the City Hall on the 1st day of January 1900, and that they have conducted a full and complete investigation of the same, and have arrived at the following conclusions:

That the fire broke out at the City Hall on the 1st day of January 1900, at about 10 o'clock in the evening, and that it was caused by a gas lamp which had been left burning in a room which was not intended to be used as a storage room for gas lamps, and that the fire spread rapidly, and that it was not extinguished until about 11 o'clock in the evening.

Witness	Deposition	Signature
John J. Smith	On the 1st day of January 1900, at the City of New York, I, John J. Smith, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	John J. Smith
James H. Jones	On the 1st day of January 1900, at the City of New York, I, James H. Jones, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	James H. Jones
William B. Brown	On the 1st day of January 1900, at the City of New York, I, William B. Brown, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	William B. Brown
Charles C. Clark	On the 1st day of January 1900, at the City of New York, I, Charles C. Clark, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	Charles C. Clark
David D. Davis	On the 1st day of January 1900, at the City of New York, I, David D. Davis, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	David D. Davis
Edward E. Evans	On the 1st day of January 1900, at the City of New York, I, Edward E. Evans, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	Edward E. Evans
Frank F. Fisher	On the 1st day of January 1900, at the City of New York, I, Frank F. Fisher, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	Frank F. Fisher
George G. Green	On the 1st day of January 1900, at the City of New York, I, George G. Green, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	George G. Green
Henry H. Hall	On the 1st day of January 1900, at the City of New York, I, Henry H. Hall, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	Henry H. Hall
Isaac I. Isaacson	On the 1st day of January 1900, at the City of New York, I, Isaac I. Isaacson, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	Isaac I. Isaacson
Joseph J. Johnson	On the 1st day of January 1900, at the City of New York, I, Joseph J. Johnson, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	Joseph J. Johnson
Samuel S. Smith	On the 1st day of January 1900, at the City of New York, I, Samuel S. Smith, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	Samuel S. Smith
Thomas T. Taylor	On the 1st day of January 1900, at the City of New York, I, Thomas T. Taylor, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	Thomas T. Taylor
William W. White	On the 1st day of January 1900, at the City of New York, I, William W. White, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	William W. White
Yves Y. Young	On the 1st day of January 1900, at the City of New York, I, Yves Y. Young, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	Yves Y. Young
Zachary Z. Zimmerman	On the 1st day of January 1900, at the City of New York, I, Zachary Z. Zimmerman, being duly sworn, depose and say that I am a member of the investigating committee, and that I have conducted a full and complete investigation of the fire which broke out at the City Hall on the 1st day of January 1900, and that I have arrived at the following conclusions:	Zachary Z. Zimmerman

That the fire broke out at the City Hall on the 1st day of January 1900, at about 10 o'clock in the evening, and that it was caused by a gas lamp which had been left burning in a room which was not intended to be used as a storage room for gas lamps, and that the fire spread rapidly, and that it was not extinguished until about 11 o'clock in the evening.

That the fire broke out at the City Hall on the 1st day of January 1900, at about 10 o'clock in the evening, and that it was caused by a gas lamp which had been left burning in a room which was not intended to be used as a storage room for gas lamps, and that the fire spread rapidly, and that it was not extinguished until about 11 o'clock in the evening.

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	59				
Average Score	4.917				

Overall recommendation : Have mastery of records control.

ARTHUR I.T. TAMBONG, FPSAE
Head & Professor III, DAE

Name of Head

ARTHUR J. TAMBOUR, F.P.S.E.
Head & Professor, DAE



Visayas State University
College of Engineering
Department of Agricultural Engineering
Visca, Baybay City 6521, Leyte, Philippines

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Ms. Valerie Y. Vergis**

Performance rating: **4.883 (Outstanding)**

Aim: Ms. Valerie Vergis as an effective ISO Record Controller but need somebody to take her current post as Front Desk Officer

Proposed Interventions to Improve Performance:

Ms. Vergis will be developed into an effective ISO Record Controller but need to train another DAE staff to act as Front Desk Officer.

Date: January 2018

Target Date: June 2018

First Step

- Ms. Vergis will be requested to train a junior office staff for the Front Desk Jobs while at the same time enhancing her skills in ISO Record Control.

Results:

- Availability of newly trained junior staff as Front Desk Officer
- Enhanced skills of Ms. Vergis as ISO Record Controller.

Date: July 2018

Target Date: December 2018

Next Step:

- Relieving Ms. Vergis from Front Desk jobs and re-assigning her as ISO Record Controller.

Outcomes:

- More systematic and higher level of office accomplishment

Next Step:

- Promote Ms. Vergis to Admin Assistant position as a form reward and recognition (R&R) and to encourage much higher office productivity.

Date: December 2018

Target Date: June 2019

Next Step:

- (Not Applicable since the employee was transferred to another office).

Outcomes:

- (Not Applicable since the employee was transferred to another office).

Final steps/Recommendations:

- (Not Applicable since the employee was transferred to another office).

Prepared by:

ARTHUR IT. TAMBONG, FPSAE

Head, DAE

Conforme:

VALERIE Y. VERGIS

Admin. Aide III

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1863.

2. The second part of the document is a report from the Secretary of the Treasury, dated January 1, 1863.

3. The third part of the document is a report from the Secretary of the Interior, dated January 1, 1863.

4. The fourth part of the document is a report from the Secretary of the Navy, dated January 1, 1863.

5. The fifth part of the document is a report from the Secretary of the War, dated January 1, 1863.

6. The sixth part of the document is a report from the Secretary of the State, dated January 1, 1863.

7. The seventh part of the document is a report from the Secretary of the Army, dated January 1, 1863.

8. The eighth part of the document is a report from the Secretary of the Marine Corps, dated January 1, 1863.

9. The ninth part of the document is a report from the Secretary of the Coast and Geodetic Survey, dated January 1, 1863.

10. The tenth part of the document is a report from the Secretary of the Smithsonian Institution, dated January 1, 1863.

11. The eleventh part of the document is a report from the Secretary of the United States Mint, dated January 1, 1863.

12. The twelfth part of the document is a report from the Secretary of the United States Land Office, dated January 1, 1863.

13. The thirteenth part of the document is a report from the Secretary of the United States Patent Office, dated January 1, 1863.