



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: MICHELLE A. BORLEO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.395
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.895

TOTAL NUMERICAL RATING: 4.895

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.895

FINAL NUMERICAL RATING 4.895

ADJECTIVAL RATING: Outstanding

Prepared by:

MICHELLE A. BORLEO
Name of Staff

Reviewed by:

JANNET C. BENCURE
Department/Office Head

Recommending Approval:

JANNET C. BENCURE
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President



VISAYAS
STATE UNIVERSITY



COLLEGE OF ENGINEERING AND TECHNOLOGY

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MICHELLE A. BORLEO, Administrative Aide VI 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 targets in accordance with the indicated measures for the period July to December 2021.

MICHELLE A. BORLEO

Administrative Aide VI

Date: 01/17/2022

JANNET C. BENCURE

College Dean

Date: 07/01/2022

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


MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Dec. 2021	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								

MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Dec. 2021	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	<u>PI 2</u> . Zero percent complaint from clients served	<u>A 46</u> . Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	
	<u>PI 3</u> : Additional Outputs	<u>A 47</u> . Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	1	1	5	5	4	4.7	Records Management
		<u>A 48</u> . Other outputs implementing the new normal due to covid 19	Disinfect CET Office and posted COVID related information	100%	100%	5	5	4	4.7	
		No. of management meetings conducted	Spearheaded meeting with the College of Engineering Records Controller Committee	2	3	5	5	5	5.0	
		Number of documents attended and served	Prepared administrative and financial matter of the college. And facilitated in the signing of documents to the Dean.	500	800	5	5	4	4.7	CET documents; departments documents for Dean's signature
		Number of office and laboratory equipment purchased	Prepared purchase request	15	15	5	5	5	5.0	
		Number of Payrolls prepared for Job Order Personnel and Student Assistant	Prepared and review JO Payrolls and SA	5	4	5	5	5	5.0	


MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Dec. 2021	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
		Number of CET management committee meetings facilitated	Facilitate in the conduct of COE Management committee meeting, College Wide Meeting and College faculty meeting	4	4	5	5	4	4.7	Virtual and face-to-face CET ManCom meeting
		Number of OPCR and IPCR prepared and finalized	Prepares the OPCR of the College and review departments' OPCR's; Prepares draft of Dean's IPCR and finalize IPCR of the administrative staff under the office of the dean	6	6	5	5	5	5.0	Office of the Dean's Staff, RCGuarte and CET OPCR accomplishment for Jan to June 2021
		Number of committee handled	Supervise and plan	1	1	5	5	5	5.0	CET-DRCC
		Number of PPMP and PR prepared and submitted	Prepare, facilitate, submit and keep track of Office of the Dean PPMPs and PRs in accordance with established and/or standard documentation and filing process	6	5	5	5	5	5.0	1 PPMP for General Fund and 4 PRs under GF
		Number of office tools and equipment maintained	Clean and maintain office tools and equipment	5	5	5	5	4	4.7	CET Admin Office tools and office equipment

MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Dec. 2021	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
Number of Performance Indicators Filled-up						16				
Total Over-all Rating						77.667				
Average Rating						4.854				
Adjectival Rating						Outstanding				
Comments & Recommendations for Development Purpose: <i>Recommended to attend relevant trainings/workshops to further develop/acquire skills & for personal devt. Keep up the good work!</i>										


Evaluated and Rated by:


JANNET C. BENCURE
College Dean
Date: 17/01/2022

Recommending Approval:


JANNET C. BENCURE
College Dean
Date: 17/01/2022

Approved:


BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Academic Affairs
Date: 1/27/22

PERFORMANCE MONITORING FORM

Name of Employee: Michelle A. Borleo

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Ensures that the implementation of QMS core processes of the University is compliant to ISO 9001:2015	zero non-conformity	July 1, 2021	Everyday	Everyday	Impressive	Very Satisfactory	
2.	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	July 1, 2021	October 18, 2021	October 18, 2021	Impressive	Very Satisfactory	
3.	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% Compliant	July 1, 2021	October 18, 2021	October 18, 2021	Impressive	Very Satisfactory	
4.	Disinfect CET Office and posted COVID related information	1	July 1, 2021	Once a month	Once a month	Impressive	Very Satisfactory	
5.	Spearheads meeting with the College of Engineering Records Controller Committee	4	July 1, 2021	Once a month	Once a month	Impressive	Very Satisfactory	
6.	Prepares administrative and financial matter of the college. And facilitated in the signing of documents to the Dean	1000	July 1, 2021	Everyday	Everyday	Impressive	Very Satisfactory	
7.	Prepares purchase request	15	July 1, 2021			Impressive	Very Satisfactory	
8.	Prepares and review JO Payrolls and SA	10	July 1, 2021	Dec. 31 2021	Dec. 31 2021	Impressive	Very Satisfactory	

9.	Facilitates in the conduct of CET Management committee meeting, College-Wide Meeting and College faculty meeting	8	July 1, 2021	Once a month	Once a month	Impressive	Very Satisfactory	
10.	Prepares the OPCR of the College and IPCR of the Dean, finalize IPCR of the administrative staff under the office of the dean	6	July 1, 2021	July 25, 2021	July 25, 2021	Impressive	Very Satisfactory	
11.	Supervise and plan for the CET Document and Records Committee	1	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive	Very Satisfactory	
12.	Prepares, facilitates, submit and keep track of Office of the Dean PPMPs and PRs in accordance with established and/or standard documentation and filing process	6	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive	Very Satisfactory	
13.	Maintain the cleanliness of office tools and equipment	5	July 1, 2021	Once a Week	Once a week	Impressive	Very Satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


JANNET C. BENCURE
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2021

Name of Staff: Michelle A. Borleo

Position: Adm. Aide VI

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

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		Not Applicable				
Average Score		5.0				

Overall recommendation : ^{special} She should be given recognition of her excellent work performance.


JANNET C. BENCURE

Printed Name and Signature
Head of Office



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Employee Development Plan

Name of Employee: **Ms. Michelle A. Borleo**

Performance Rating: **4.90 (O)**

Aim: Ms. Borleo to become an effective and efficient **Overall Records Controller** of the College of Engineering and Technology (CET) in Support to CET's Program on International Accreditation and Certification and VSU's International Standardization.

Proposed Interventions to Improve Performance:

Date: January 2021

Target Date: June 2021

First Step

- Continual supervision of the CET Committee on Records Management with Ms. Borleo as Chairman and the 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; reorientation of all members on records management practices.

Results:

- Sturdy CET Records and Management Committee with Ms. Borleo as Chairman and the department-based Office Administrative staff as members in Support to CET's Program on International Accreditation and Certification
- Working knowledge on the 5S principles
- Best records management practices

Date: July 2021

Target Date: December 2021

Next Step:

- Continuous implementation of the plans and programs of the CET Committee on Records Management

Outcomes:

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

Final Steps/Recommendations:

- Standardize and implement the procedures in the proper management of CET's records following the 5S principles
- Ms. Borleo should continuously attend training, seminars, and workshops to strengthen her competencies and qualifications as Overall Records Controller of the college.

Prepared by:


JANNET C. BENCURE

Dean, CET

Conforme:


MICHELLE A. BORLEO

Admin. Aide VI