



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Ms. Antonette S. Cruz**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.59

TOTAL NUMERICAL RATING: 4.59

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.59

FINAL NUMERICAL RATING 4.59

ADJECTIVAL RATING: Outstanding

Prepared by:


ANTONETTE S. CRUZ
Name of Staff


Reviewed by:


JUNDY R. CASTIL
Department Head

Recommending Approval:


ROBERTO C. GUARTE
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President, Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
MECHANICAL
ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES

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"Exhibit B"

Individual Performance Commitment and Review Form (IPCR)

I, Antonette S. Cruz, of the Department of Mechanical Engineering commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January to June 2020.

ANTONETTE S. CRUZ

Ratee

Date: October 30, 2020

Approved:

JUNDY R. CASTIL

Head, DME

Date: October 30, 2020

ROBERTO C. GUARTE

College Dean

Date: 11/09/2020

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Monitor the actual FTE served by each faculty and the department	114	217.25	5	5	5	5.00	Total FTE computed for 2nd Semester SY 2019-2020
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Prepare necessary documents that will serve as proof/evidence per CMO requirements	100%	100%	5	5	4	4.67	CMO compliant
	PI 3: Average percentage passing in licensure exam	Prepare necessary documents for documentation purposes	50%	46.43%	5	4	4	4.33	February 2020 board exam for ME - 13 out of 28 passed
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies	Track graduates whereabouts related to their employment or other related endeavors	80%	100%	4	4	4	4.00	
UMFO 5. Support to Operations									
	OVPI MFO 6. General Administration and Support Services								
	PI 6. ADDITIONAL OUPUTS								

	Number of administrative documents acted	Prepare and process office requests, recommendations, contracts and reports; faculty workload; Daily Time Record and Application for Leave; Travel Order; cash advance, reimbursement and liquidation; finance related documents such as budget allocation, PPMP, PR, RIS, payroll among other related documents	400	727	5	5	5	5.00	per logbook
Total Over-all Rating								23.00	

Average Rating (Total Over-all rating divided by 4)		4.60
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.60
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose: Practice and observe strict implementation of ISO Quality Procedures and Processes.
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Evaluated & Rated by:

JUNDY R. CASTIL

Department Head

Date: October 10, 2020

Recommending Approval:

ROBERTO C. GUARTE

College Dean

Date: 11/09/2020

Approved:

BEATRIZ S. BELONIAS

Vice President, Instruction

Date: 11/16/2020

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average



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Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Antonette S. Cruz**

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	Monitor the actual FTE served by each faculty and the department	118	Jan. 6, 2020	June 30, 2020	February 21, 2020	very impressive	Outstanding	Computed for 2nd Semester SY 2019-2020 total FTE of 217.25
2	Prepare necessary documents that will serve as proof/evidence per CMO requirements	100%	Jan. 6, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	In progress for CMO compliance
3	Prepare necessary documents for documentation purposes during licensure examination	50%	Jan. 6, 2020	June 30, 2020	February 28, 2020	needs improvement	satisfactory	Documented the February 2020 board exam for ME - 13 out of 28 passed
4	Track graduates whereabouts related to their employment or other related endeavors	80%	Jan. 6, 2020	June 30, 2020	June 30, 2020	very impressive	Outstanding	Tracked graduates to be 100% employed
5	Prepare and process office requests, recommendations, contracts and reports; faculty workload; Daily Time Record and Application for Leave; Travel Order; cash advance, reimbursement and liquidation; finance related documents such as budget allocation, PPMP, PR, RIS, payroll among other related documents	400	Jan. 6, 2020	June 30, 2020	June 30, 2020	very impressive	Outstanding	Processes a total of 727 documents per log book

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

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

Prepared by:


JUNDY R. CASTIL
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2020**

Name of Staff: **Antonette S. Cruz** Position: **Administrative Aide IV**

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

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1

Total Score						55
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						N/A
Average Score						4.58

Overall recommendation : Encouraged to observe strict implementation of ISO 9001:2015
Quality Procedures in the department.

JUNDY R. CASTIL

Printed Name and Signature
Head of Office



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"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	QUARTER
X	2nd	
	3rd	
	4th	

Name of Office: Department of Mechanical Engineering

Head of Office: Engr. Jundy R. Castil

Name of Faculty/Staff: Antonette S. Cruz Signature: _____ Date: October 30, 2020

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring on the submission of OBTL Syllabus for courses assigned	Assist the Head on reminding faculty members on the submission of OBTL Syllabus	Included in the Departmental Meeting		<ul style="list-style-type: none">• Notice and Minutes of DME Regular Meeting dated February 6, 2020• Notice and Minutes of DME Regular Meeting dated March 3, 2020	Collected the submitted OBTL Syllabi of faculty members for the 2 nd semester of SY 2019-2020.
Monitoring on the attendance to trainings as aligned in the Faculty/Staff Development Plan	Assist the Head in reminding faculty members to attend trainings and seminar to strengthen their field of specialization	<ul style="list-style-type: none">• Included in the Departmental Meeting• Issued a Department Memo	<ul style="list-style-type: none">• DME Mem No. 04, series of 2020, dated March 5, 2020 – Participation to Workshop for RFID Attendance System• DME Memo No. 05, series of 2020, dated March 6, 2020 – Attendance to the College-wide Seminar	<ul style="list-style-type: none">• Notice and Minutes of DME Regular Meeting dated February 6, 2020• Notice and Minutes of DME Regular Meeting dated March 3, 2020	<ul style="list-style-type: none">• The department was able to conduct a workshop for RFID attendance system dated March 5, 2020 with Engr. Ebit as the resource speaker• Faculty members were able to attend the College wide Seminar on March 6, 2020 as part of

					the weeklong celebration of CET Week 2020
Monitoring on the Status of Implementation of the Faculty Development Plan	Constantly update with the faculty members on the status of his application for his graduate study	Included in the Departmental Meeting		Notice and Minutes of DME Regular Meeting dated February 6, 2020	Updates in the faculty development plan were monitored and included in the minutes of meeting
Monitoring on the submission of Midterm TOS and Questionnaire	Assist the head in reminding faculty members on the submission of Midterm TOS and questionnaire before the schedule of Midterm Examination	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 06, series of 2020, dated March 10, 2020 – Submission of Midterm TOS and Questionnaire • DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements 	Notice and Minutes of DME Regular Meeting dated February 6, 2020	<ul style="list-style-type: none"> • Faculty members were able to submit his Midterm TOS and Questionnaire of his subjects handled for the 2nd semester of SY 2019-2020, before the schedule of examination
Monitoring on the performance as member of Student Research Committee (SRC) of ME Project	Update with faculty members with the status of completion of their ME Project advisees		DME Memo No. 11, series of 2020, dated June 30, 2020 – Completion of ME Project Requirement		All groups were able to submit the approved manuscript for ME Project
Monitoring on the performance on the preparation of documents and other	Reminded the staff to facilitate the preparation of necessary documents and	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department 	<ul style="list-style-type: none"> • DME Memo No. 01, series of 2020, dated January 29, 2020 - Reminders for the ISO Certification 	<ul style="list-style-type: none"> • Notice and Minutes of DME Regular Meeting dated February 6, 2020 • Notice and 	DME was able to prepare necessary documents and other materials and conduct activities related to the ISO

materials required during ISO Certification	implementation of activities related to the ISO certification	Memo	<ul style="list-style-type: none"> • DME Memo No. 02, series of 2020, dated February 11, 2020 – Preparation for the ISO 9001:2015 Second Stage External Audit • DME Memo No. 08, series of 2020, dated March 11, 2020 – Implementation of 5S 	Minutes of DME Emergency Meeting dated February 14, 2020	Certification which was done last February 19-20, 2020
Monitoring on the submission of grades before deadline	Assist the Head on reminding faculty members to submit grades on courses handled for the 2 nd semester SY 2019-2020	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements 	Notice and Minutes of DME Regular Meeting dated March 3, 2020	Faculty members were able to submit grades of all his courses handled on the 2 nd semester of SY 2019-2020
Monitoring on the Strict Implementation of Work Arrangements and Health and Safety Protocols related to COVID19 Pandemic	Assist in the strict implementation of work arrangements and to follow health and safety protocols related to COVID19 Pandemic	<ul style="list-style-type: none"> • Included in the Departmental Meeting • Issued a Department Memo 	<ul style="list-style-type: none"> • DME Memo No. 09, series of 2020, dated March 16, 2020 – Suspension of Classes and Implementation of Flexible/Alternative Work Arrangements • DME Memo No. 10, series of 2020, dated March 29, 2020 – Submission of Output for the month of May and Requirements for Processing of the Faculty 	Notice and Minutes of DME Emergency Meeting dated March 16, 2020	<ul style="list-style-type: none"> • Faculty members was able to submit outputs as agreed in the weekly work arrangements • Health and safety protocols were implemented in the Department

			Clearance		
Coaching					
Coaching on the Implementation of ISO Quality Procedures	Discussed with the staff on the implementation of ISO Quality Procedures	Included in the Departmental Meeting		Notice and Minutes of DME Regular Meeting dated February 6, 2020	ISO quality procedures were implemented and continuously monitored

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

JUNDY R. CASTIL
Immediate Supervisor

Noted by:

ROBERTO C. GUARTE
Next Higher Supervisor



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Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Antonette S. Cruz**

Performance Rating: **Outstanding**

Aim: To be an effective implementer of the ISO 9001:2015 Quality procedures and assist in the implementation of the new OBEdized four (4) year BSME degree program as provided in the new CMO 97, s. of 2017.

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: June 2020

First Step:

- Monitoring and coaching on the implementation of ISO 9001:2015 quality procedures
- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSME curriculum as provided for in CMO 97, s. 2017 will be given.

Results:

- Mrs. Cruz was able to monitor the compliance of Outcomes-Based Teaching and Learning (OBTL) Syllabi for the second semester of SY 2019-2020.
- She was able to perform her duties and responsibilities as staff of the Department of Mechanical Engineering particularly in the implementation of ISO Quality Procedures.

Date: July 2020

Target Date: December 2020

Next Step:

- Continued monitoring and coaching on her duties and responsibilities in the department

Outcomes:

- Program compliance to CMO No. 97, series of 2017
- Consistent implementation of ISO Quality Procedures applicable to the department

Final Steps / Recommendations:

- Mrs. Cruz will be continuously be recommended for trainings and seminars to strengthen her competencies and qualifications.

Prepared by:

JUNDY R. CASTIL
Unit Head

Conforme:


ANTONETTE S. CRUZ
Name of Ratee