



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.42	70%	3.09
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.54

TOTAL NUMERICAL RATING: 4.54
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.54

FINAL NUMERICAL RATING 4.54

ADJECTIVAL RATING: Outstanding

Prepared by:

ANTONETTE S. CRUZ
Name of Faculty

Reviewed by:

JUNDY R. CASTIL
Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
MECHANICAL
ENGINEERING**
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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 July to December 2021.

ANTONETTE S. CRUZ

Ratee

Date: April 25, 2022

Approved:

JUNDY R. CASTIL
Head, DME

Date: April 27, 2022

JANNET C. BENCURE
College Dean

Date: April 28, 2022

MFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UNFO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams	Monitor and document licesure exams result	61%						No licensure exam for the period
	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							
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	Provide support to RQAT compliance for BSME Program							
	PI 4. Percentage of undergraduate programs with accreditations	Prepare and compile necessary documents that will serve as proof/evidence for AACCUP accreditation							
UNFO 5. Support to Operations									
	OVPI MFO 1. Faculty Development Services								

	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *								
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	Draft recommendation for study leave per instruction Monitor and assist faculty on study leave							
	PI 1.2: Number of faculty who finished advanced degree program on time	Monitor and assist faculty on study leave: Engr. Binueza is target to finish this year	1	0	3	3	3	3.00	Assisted Engr. Binueza during his reinstatement; however, he has not finished his MSME
	PI 2: Number of faculty granted with external scholarships	Monitor and assist faculty on study leave: Engr. Binueza and Impas who are DOST scholars							
	PI 3: Number of faculty granted with internal fellowship grants	Monitor and assist faculty on study leave: Engr. Bantay with VSU fellowship scholarship							
	PI 5: Number of faculty sent for trainings, seminars, conferences	Draft recommendation for trainings/ seminars/ workshops per instruction	8	1	4	4	4	4.00	Engr. Ebit
	OVPI MFO 4. Program and Institutional Accreditation Services								
	PI 8: Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Abide by the ISO 9001:2015 clauses and the VSU QMS	100%	100%	5	5	4	4.67	Full compliance to the mandate of the VSU QMS
	OVPI MFO 6. General Administration and Support Services								
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Submit PPMP for General Fund and Laboratory Share	2	2	4	5	5	4.67	Submitted PPMP for General Fund and Laboratory Share
	PI 2. Zero percent complaint from clients served	No complaint were filed	100%	100%	5	5	5	5.00	No complaint were filed
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Assist the department head in the conduct of planning sessions and/or related activity	1	1	4	4	4	4.00	Assisted the department in the conduct of planning session
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Prepare notice, attendance sheets and minutes of meeting	4	12	5	5	5	5.00	Prepared notice, minutes and attendance sheet during meetings
	PI 6. ADDITIONAL OUPUTS								

	Number of administrative documents acted	Prepare and process office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS, et. al		816	5	5	5	5.00	Prepared and processed administrative documents
Total Over-all Rating								4.42	

Average Rating (Total Over-all rating divided by 4)		4.42
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.42
ADJECTIVAL RATING	Very Satisfactory	

Comments & Recommendations for Development Purpose:
Encourage to search for trainings and seminars aligned to area on interest

Evaluated & Rated by:

JUNDY R. CASTIL

Department Head

Date: April 22, 2022

Recommending Approval:

JANNET C. BENCURE

College Dean

Date: April 28, 2022

Approved:

BEATRIZ S. BELONIAS

Vice President, Academic Affairs

Date: April 28, 2022

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 and document licensure exams result	61%	Jan. 2021	Dec 2021	N.A.	impressive	satisfactory	No licensure exam was conducted
2	Monitor and assist faculty on study leave: Engr. Binueza is target to finish this year	1	Jan. 2021	Dec 2021	N.A.	impressive	satisfactory	Assisted Engr. Binueza on his reinstatement effective August 2021, however, he was not able to complete his degree
3	Draft recommendation for trainings/ seminars/ workshops per instruction	8	Jan. 2021	Dec 2021	N.A.	impressive	satisfactory	Facilitated the request of Engr. Ebit's attendance to webinar
4	Abide by the ISO 9001:2015 clauses and the VSU QMS	100%	Jan. 2021	Dec 2021	Dec 2021	impressive	very satisfactory	Complied to all requirements set by the QMS
5	Submit PPMP for General Fund and Laboratory Share	2	Jan. 2021	Dec 2021	Dec 2021	impressive	satisfactory	Submitted PPMP for 2021
6	No complaint filed	100%	Jan. 2021	Dec 2021	Dec 2021	impressive	very satisfactory	No complaint filed
7	Assist the department head in the conduct of planning sessions and/or related activity	1	Jan. 2021	Dec 2021	Dec 2021	impressive	satisfactory	Assisted Engr. Castil during meetings
8	Prepare notice, attendance sheets and minutes of meeting	4	Jan. 2021	Dec 2021	Dec 2021	impressive	very satisfactory	Prepared notice, attendance sheets and minutes of monthly meeting

Prepared by:

JUNDY R. CASTIL
Unit Head



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 2021

Target Date: December 2021

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:

- Ms. Cruz is able to monitor the compliance of Outcomes-Based Teaching and Learning (OBTL) Syllabi for the second semester SY 2020-2021 and first semester SY 2021-2022.
- She is able to perform her duties and responsibilities as staff of the Department of Mechanical Engineering particularly in the implementation of ISO Quality Procedures.

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 recommended for trainings and seminars to strengthen her competencies and qualifications.

Prepared by:

JUNDY R. CASTIL
Unit Head

Conforme:

Ant
ANTONETTE S. CRUZ
Name of Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2021**

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

Position: **Administrative 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

Total Score		4.83				
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		4.83				

Overall recommendation : Keep up the good work!

JUNDY R. CASTIL
Department Head