COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: HAIDE B. CUEVAS

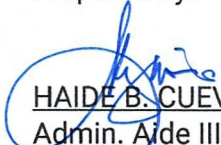| Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: 4.74
Add: Additional Approved Points, if any: ____
TOTAL NUMERICAL RATING: 4.74

FINAL NUMERICAL RATING   4.74

ADJECTIVAL RATING: **Outstanding**

Prepared by:

HAIDE B. CUEVAS
Admin. Aide III

Reviewed by:

EPIFANIA G. LORETO
Head, Department of Civil Engineering

Recommending Approval:

JANNET C. BENCURE
Dean, College of Engineering and Technology

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

DEPARTMENT OF CIVIL ENGINEERING
Visayas State University, PQXV+2W Baybay City,
Leyte, PHILIPPINES
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FM-HRM-27
V01 03-04-2024
No. CET.CE IP24-01

VISAYAS STATE UNIVERSITY

DEPARTMENT OF CIVIL ENGINEERING

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>HAIDE B. CUEVAS</u>, an administrative staff of the DEPARTMENT OF CIVIL ENGINEERING commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period **January 1, 2024 to June 30, 2024**.

Approved:

HAIDE B. CUEVAS
Administrative Aide III
Date ___July 22, 2024___

EPIFANIA G. LORETO
Head, DCE
Date: ___July 22, 2024___

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services										Not applicable
MFO 2	Higher Education Services	PI 1. Number of FTE coordinated and implemented									
		PI 2. Average percentage passing in licensure in mandated programs									
		PI 3. Number of graduates in mandated programs graduated w/in prescribed period									
		PI 4. Number of degree programs compliant to CMO supervised and implemented									
UMFO 2. HIGHER EDUCATION SERVICES											
OVPAA UMFO 3. Higher Education Management Services											
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									

		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	2	5	5	4	4.67	ISO 9001:2015 and COPC application for BSCE
UMFO 5. SUPPORT TO OPERATIONS											
	OVPAA 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*	**A 44**. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	5	5	5	5.00	No NC and OFI during the ISO Surveillance Audit on February 12, 2024
		A 45. Compliance to all requirements of the program and institutional accreditations:		Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	60%	5	4	5	4.67	Submitted required documents (online) needed for the Certification of program compliant for BSCE Program
		On program accreditations									
		On institutional accreditations									
	PI 9. Additional Outputs	Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Attended	Attends various university seminars/workshops	1	5	5	5	4	4.67	Orientation of guidelinesa and Procedures on Processes/Services of Offices under ASO, Financial Transaction Forum, L&D Activity, Wellness Seminar, Gender Sensitivity Training
		Number of trainings/seminars/worksh op attended	Attended	Attends national trainings/seminars/work shop		1	5	5	5	5.00	Seminar workshop on Records Counter Disaster Preparedness and Business Continuity (RCDPBC)
UMFO 6. General Admin. & Support Services (GASS)											

						Q	E	T	Ave	Remarks
PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero complaint from clients	0%	5	5	5	5.00	No complaint from clients within the evaluation period
PI 3: Additional Outputs	**A 47**. 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						none within the evaluation period
	A 48.Other outputs implementing the new normal due to covid 19		Disinfect the area of work especially the table used, printer, computer and the IP phone	1	1	5	5	4	4.67	5S
	Number of documents attended and served	Documentation	Prepares administrative and financial matter of the department. And facilitated in the signing of documents to the Head.	200	500	5	5	4	4.67	payrolls, cash advances, replinishment, liquidations, memoranda, communications, accomplishment reports, certifications, approval, transmittal, etc.
			Prepares Individual Faculty Workload	7	10	5	5	5	5.00	IFW 2nd Sem, AY 2023-2024 (Abrera, MJr. T, Ando, LJ L., Baluran, JR G., Corrales, J.B., Cortes, AP D., Gamutan, BD N., Gulles, JA A., Loreto, E.G., Loreto, RA G., Mejia, H.N.)
			Prepares report of actual teaching load and projected faculty workload for the next semester/or academic year	1	1	5	5	5	5.00	2nd Sem, AY 2023-2024
		Number of office and laboratory equipment purchased	Documentation	Prepares purchase request	1	6	4	5	4	4.33	soil dispersion mixer for hydrometer analysis, stirring hot plate, digital vernier caliper, desktop computer, motorized sieve shaker machine, precision balance 1000gx1mg

						Q	E	T	Avg	Remarks
				Prepares Project Procurement Management Plan (PPMP)	1	3	4	5	4	4.33	(2) STF-DCE Lab share; (1) STF-Instruction
		Number of Payrolls prepared	Prepares payroll for faculty cash advances, JO payroll	Prepares the overload pay payroll and reimbursement, liquidation, etc.	5	41	5	5	4	4.67	payrolls for JOs, cash advance, liquidation and replenishment
		Number of Temporay Clearance distributed to students		Evaluated and give out student clearance		80	5	5	4	4.67	graduating students and students to transfer to other school
		Number of OPCR and IPCR prepared and finalized	Prepares and finalize	Prepares the OPCR of the Department, prepares and finalize attachment of IPCR of the faculty under the department		10	5	5	4	4.67	Draft of DCE OPCR with accomplishment for Jan-June 2024, exhibit K, G, L, H and I for IPCR attachments
		Number of documents scanned and filed	Scans and files documents	Scan and files necessary documents for accreditation, audit and evaluation	70	23	5	5	4	4.67	communications and appointments
Number of PIs									15	
Total Over-all Rating									71.00	
Average Rating									4.73	
Adjectival Rating									O	

Average Rating (Total Over-all rating divided by 4)		4.73
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.73
ADJECTIVAL RATING		O

Comments and Recommendations for Development Purposes:

can take CS professional exam

Evaluated and Rated by:

EPIFANIA G. LORETO
Head, DCE
Date: July 23, 2024

Recommending Approval:

JANNET C. BENCURE
Dean, CET
Date: July 23, 2024

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: July 31, 2024

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Haide B. Cuevas**

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	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*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	January 2024	December 2024	On-going	impressive	Outstanding	No NC and OFI during the ISO Surveillance Audit on February 12, 2024
2	Zero percent complaint from clients served	Provides customer friendly frontline services to clients	January 2024	June 2024	June 2024	impressive	Outstanding	No complaint from clients within the evaluation period
3	Number of documents attended and served	Prepares administrative and financial matter of the department. And facilitated in the signing of documents to the Head.	January 2024	June 2024	June 2024	impressive	Outstanding	payrolls, cash advances, replenishment, liquidations, memoranda, communications, accomplishment reports, certifications, approval, transmittal, etc.
		Prepares Individual Faculty Workload	January 2024	June 2024	June 2024	impressive	Outstanding	Submitted IFW for 2nd Sem, AY 2023-2024 before the required schedule
		Prepares payroll for faculty cash	January 2024	June 2024	June 2024	impressive	Outstanding	

Exhibit I

		advances, JO payroll						
		'Scan and files necessary documents for accreditation, audit and evaluation	January 2024	June 2024	June 2024	impressive	Outstanding	ISO and COPC documents
4	Number of office and laboratory equipment purchased	Prepare purchase request	January 2024	June 2024	June 2024	impressive	Outstanding	Purchased approved for soil dispersion mixer for hydrometer analysis, stirring hot plate, digital vernier caliper, desktop computer, motorized sieve shaker machine, precision balance 1000gx1mg
5	Participate in all activities conducted by the department, college, and the university	Attendance to Faculty On-boarding, CET Month, Civil Engineering Research Colloquium, CE Talks, Mega Challenge Regional Cup VSU Centennial Anniversary activities	January 2024	June 2024	June 2024	impressive	Outstanding	Participated in all activities conducted by the department, college, and the university

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

EPIFANIA G. LORETO
Head

DEPARTMENT OF CIVIL ENGINEERING
Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 565-0600 local 1020
Email: civilengineering@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS
STATE UNIVERSITY

"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q
✓	2nd	U A R
	3rd	T E
	4th	R

(QUARTER)

Name of Office: Department of Civil Engineering

Head of Office: Assoc. Prof. Epifania G. Loreto

Number of Personnel: 11 Faculty members and 3 Support Staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring of department OTPs		DCE Notice of Regular Meeting on March 13, 2024	None	None	Review of department OTPs
Monitoring for the Submission of OBE Syllabus for 2nd Semester AY 2023-2024	None	DCE Notice of Special Meeting on January 4, 2024	DCE Memo No.	None	Reinstated faculty members submitted OBE Syllabus of their assigned subjects with revised course content
Monitoring for the Submission of TOS for the 1st Sem AY 2023-2024 final exam and 2nd Semester midterm and final exam	None	DCE Notice of Special Meeting on January 4, 2024	DCE Memo No. 22, s. 2024	None	All faculty submitted their TOS for the AY 2023-2024, midterm and for final exam on the prescribed period
Monitoring for the Submission of grade sheet for midterm and final exam, 2nd Sem, AY 2023-2024	None	DCE Notice of Regular Monthly Meeting on April 12, 2024	None	None	All faculty submitted midterm and final grades on the prescribed period for the 2nd Sem AY 2023-2024

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Monitoring for the COPC Application for BSCE Program with specialization	None	DCE Notice of Regular Monthly Meeting on February 14, 2024	None	Online submission and resubmission of supporting documents for COPC Application thru emails and google drive CHED RO8 endorsement to CHED Central Office (February 6, 2024)	The application documents for COPC for BSCE was already endorsed to the CHED Central Office last Feb. 2024 by CHED RO8
Monitoring for the attendance of department, college and university activities (Alumni Homecoming & Centennial Anniversary, Workshop on CQI Preparation, Workshop on TOS Preparation)	None	DCE Notice of Regular Meeting February 14, 2024 DCE Notice of Regular Meeting April 12, 2024 DCE Notice of Regular Meeting March 13, 2024	DCE Memo No. 22, s. 2024 DCE Memo No. 23, s. 2024	None	The faculty attended and participated the activities conducted by the department, college, and university
Monitoring of Graduate Employment survey	None	DCE Notice of Regular Meeting on April 12, 2024	None	None	There were additional responses made from alumni graduates
Monitoring on the status of implementation of the CET Retention Policy on Admission, Retention and Maximum Residency Rule	None	DCE Notice of Regular Meeting on March 13, 2024	None	None	Most of the first year BSCE students were affected by the retention policy and shift to another course
II. Coaching					
Faculty discussion on the CQI Preparation and performance indicator on the program outcomes	None	DCE Special Meeting on February 27, 2024 DCE notice of Regular Meeting on			The department formed/prepared and submitted PEO-CO-CQI for the BSCE Program

		March 13, 2024			

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

Conducted by: Noted by:

EPIFANIA G. LORETO   **JANNET C. BENCURE**
Immediate Supervisor   Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	
MFO 2. Higher Education Services								
PI 1. Percentage of first - time licensure exam takers that pass the licensure exams *	Monitors the number of takers and passers in licensure exam	Epifania G. Loreto	April 2024 and November 2024	N/A	68.75%			33 passers passed over 48 takers (75.68% for first time takers) April 20-21, 2024
PI 2. Percentage of graduates (2 years prior) that are employed *	Monitors graduates' employment	Jessie B. Corrales	January - December 2024	20%	53.19%			25 responses out of 47 graduates in 2022
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *	Monitors and mentors' students to finish on prescribed period	All faculty	January 2024 to December 2024					The application for COPC for BSCE Program was already endorsed to CHED Central Office on February 2024
PI 4. Percentage of undergraduate programs with accreditations *	Ensures degree program offered in the dept complies to CMO	Epifania G. Loreto	January 2024 to December 2024	50%	70%			The application for COPC for BSCE Program was already endorsed to CHED Central Office on February 2024
PI 5: Total FTE, coordinated, implemented and monitored *	Teaches professional courses/subjects and basic engineering subjects	All faculty	February - May 2024 August - December 2024	50%	100%			There is a comprehensive discussion on all the topics mentioned in the course syllabi for both professional and common courses.

PI	Activity	Person Responsible	Timeline					Remarks
PI 7: Number of academe/industry linkages established	Monitors students conducting their OJT in different HTE	John Allan A. Gulles	June-July 2024		50%			
PI 8: Number of students advised	Assist Students through advising and consultation	All faculty	January - December 2024	80%	100%			The faculty provided interventions for the improvement of the students' performance
PI 9: Number of student organizations advised/ assisted	Assists activities of student organizations	John Allan A. Gulles Andy Phil D. Cortes Epifania G. Loreto	January - December 2024	50%	100%			CE Research Colloquium CET Month
PI 10: Number of instructional materials developed *	Develop/revise OBE syllabus and instructional materials	All DCE Faculty	January - December 2024	50%	80%			OBE Syllabi were reviewed, submitted and approved by the Department Instructional Materials Review Committee
MFO 5. Support to Operations								
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*	Prepares documents needed for ISO certification	All faculty and staff	January- December 2024	100%	100%			Documents needed were accomplished
MFO 6. General Administration and Support Services (GASS)								
PI 2. Zero percent complaint from clients served	Monitors complaints	Engr. Epifania G. Loreto	January - December 2024	0%	0%			No complaints received from January to June 2024

PI 3. Number of coaching sessions among faculty & staff**	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Engr. Epifania G. Loreto	January to December 2024	80%	100%			CQI Curriculum Mapping Enhancement of OBE Implementation
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Conducts monitoring during regular meetings with DCE staff/faculty	Engr. Epifania G. Loreto	January - December 2024	40%	70%			Department OTP During regular meeting
PI 5. Number of monthly/special faculty & staff meetings conducted**	Conducts regular meetings with DCE staff/faculty twelve (12) times a year	Engr. Epifania G. Loreto	January - December 2024	40%	60%			Monthly regular meetings were conducted, special meetings and emergency meetings also were conducted

Prepared by:

EPIFANIA G. LORETO
Unit Head

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Ben Daniel N. Gamutan**

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	Teach professional/basic courses/subjects (ESci 116, CEng 112n)	Assessment and students' grades per course taught	February 2024	May 2024	May 2024	impressive	Outstanding	All topics in the syllabus were discussed
2	Assist students through advising and consultation	Improved student performance	February 2024	May 2024	June 2024	impressive	Outstanding	Advised students, and advisee, regarding their research study and academic performance
3	Develop/revise the syllabus and instructional materials	OBE Syllabus approved by the Dept. Review Committee and verified by the Dean and IMD Head	February 2024		February 2024	impressive	Outstanding	The OBE syllabus was used and discussed on the first day of the class
		TOS approved by the Dept. Review Committee and Department Head	April 2024		May 2024	impressive	Outstanding	The TOS for midterm and final were approved before exam
4	Assess students and submit grades to measure students' performance	Assessment and Grades submitted to the registrar (midterm and Final grade)	April 2024	May 2024	June 2024	impressive	Outstanding	Conducted assessments such as term and long exams, quizzes, and practical exams
5	Participate in all activities conducted by the department,	Attendance to Faculty On-boarding,	January 2024	June 2024	June 2024	impressive	Outstanding	Participated in all activities conducted by the department,

Exhibit I

	college, and the university	CET Month, Civil Engineering Research Colloquium, CE Talks, Mega Challenge Regional Cup VSU Centennial Anniversary activities						college, and the university
6	Perform other functions assigned by the head, dean, and the university	Assist activities related to instructions	January 2024	June 2024	June 2024	impressive	Outstanding	Performed the responsibilities assigned

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

EPIFANIA G. LORETO
Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Haide B. Cuevas**
Performance Rating: 4.74 (Outstanding)

Aim: Ms. Haide B. Cuevas as an effective and efficient support staff of the Department of Civil Engineering in the implementation of the OBEdized four-year BSCE degree program in line with ISO 9001:2015.

Proposed Interventions to Improve Performance:

Date: January 2024   Target Date: June 2024

First Step:

A review and re-orientation of the procedure manual and guidelines of every process to successfully implement the standard in ISO 9001:2015 in the department. Additionally, it is recommended for her to participate in various trainings, conferences, and conventions to enhance her competencies and qualifications.

Result:

The department staff has successfully cascaded the updates, memos and communications to faculty regarding in the successful implementation of the OBEdized program.

Outcome:

There is regular cascading of updated forms and information, as well as smooth processing of clearance for students.

Final Step/Recommendation:

It is advisable for Ms. Cuevas to take the professional civil service exam, which would enable her to apply for higher positions in the future. Pursuing graduate studies and attending trainings and seminars aligned with her job description would also be beneficial. These efforts could contribute to the department's goals of maintaining quality standards.

Prepared by:

EPIFANIA G. LORETO
Unit Head

Conforme:

HAIDE B. CUEVAS
Name of Ratee Faculty/Staff

VISAYAS STATE UNIVERSITY

DEPARTMENT OF CIVIL ENGINEERING

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1, 2024 to June 30, 2024

Name of Staff: HAIDE B. CUEVAS   Position: ADMIN. AIDE III

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

		Scale				
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	~~67~~ 57 *r.*				

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	57				
	Average Score	4.75				

Overall recommendation:

Has to upgrade CS eligibility w/c is needed for promotion

E. f. Loret

EPIFANIA G. LORETO
Immediate Supervisor