



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: SUSANA B. MIÑOZA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
5. Numerical Rating per IPCR	4.95	70%	3.47
6. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.97</b>

TOTAL NUMERICAL RATING: 4.97

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.97

FINAL NUMERICAL RATING 4.97

ADJECTIVAL RATING: Outstanding

Prepared by:

SUSANA B. MIÑOZA  
Name of Staff

Reviewed by:

MARK RYAN R. TRIPOLE  
Department/Office Head

Recommending Approval:

Approved:

GLENN G. PAJARES

Dean/Director

ROTACIO S. GRAVOSO

Vice President





MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	<b>PI 7:</b> Number of trainings, seminars, and conferences attended	<b>A 50.</b> Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)		6	5	5	5	5.00	National and Institutional
		International								
		National			2	5	5	5	5.00	1) Records Counter Disaster Preparedness and Business Continuity (RCDPBC), May 13-17, 2024; 2) Fundamentals of Internal Quality Audit, Feb. 19-20, 2024
		Regional/Institutional			4	5	5	5	5.00	1) Chemical Waste Management and Safety in the Chemical Laboratory, February 23, 2024; 2) Financial Transactions Forum, March 20, 2024; 3) Sparkling Spaces: Mastering the Art of Hoeskeeping, March 26, 2024, VSU; 4) Gender Sensitivity Training, April 12, 2024, VSU;
	OVPI MFO 3. Registration Services									
	OVPI MFO 4. Curricular Program Management Services									
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	<b>PI 1:</b> Number of departments/institutes/offices supervised	<b>A 65.</b> Number of departments/institutes/offices supervised	Acts as head of office		1	5	5	5	5.00	University Document and Records Controller Office

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	<b>PI 2:</b> Number of management meetings conducted	<b>A 66.</b> Number of management meetings conducted	Presides departmental meetings		2	5	5	5	5.00	Conducted 2 Meetings with the Core dDRCs
	<b>PI 3:</b> Number of committee meetings conducted	<b>A 67.</b> Number of committee meetings conducted/attended/ facilitated	Committee member	1	6	5	5	5	5.00	CDRCC (2), Core dDRCs (2), PQA (2),
	<b>PI 4:</b> Number of routinary documents acted	<b>A 68.</b> Number of routinary documents acted	Signs documents and facilitate processing of documents	16	200	5	5	5	5.00	Signs & facilitated processing of administrative and financial as well as ISO-related documents
	<b>PI 5:</b> Number of requests acted	<b>A 69.</b> Number of requests acted	Approves requests		10	5	5	5	5.00	Approves request to access ISO QMS portal and Google forms drive; and requests uncontrolled copy of ISO Quality procedures
	<b>PI 6:</b> Number of memoranda prepared	<b>A 70.</b> Number of memoranda prepared	Issues memoranda	5						
	<b>PI 7:</b> Percentage of IFWs submitted to OVPAA before deadline	<b>A 71.</b> Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	50%	100%	5	5	5	5.00	Prepares IFW and facilitate submission before the deadline
	<b>PI 8:</b> Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	<b>A 72.</b> Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	100%	100%	5	5	5	5.00	Prepares ATL and facilitate submission before the deadline
	<b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the month	<b>A 73.</b> Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	10%	100%	5	5	5	5.00	Submitted DTR as required

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	<b>PI 10:</b> Percentage of complaints, if any, addressed on time	<b>A 74.</b> Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)		1	4	5	5	5.00	Forwarded Customer Feedback Report to Office Head for inclusion in the department meeting
	<b>PI 11:</b> Percentage of action plans implemented and monitored as scheduled	<b>A 75.</b> Percentage of action plans implemented and monitored as scheduled	Follow-up implementation and monitoring of action plans as scheduled	1%	100%	5	5	5	5.00	Followed-up implementation of Action Plans and conducted Monitoring of OTPs during departmental meeting
	<b>PI 12:</b> Percentage of monthly accomplishment report submitted	<b>A 76.</b> Percentage of monthly accomplishment report submitted	Follow-up submission of monthly accomplishment report		100%	5	5	5	5.00	Followed up submission of monthly accomplishment report of DoPAC JO and office head
	<b>PI 13:</b> Number of classroom and lab rooms constructed and renovated	<b>A 77.</b> Number of approved and implemented requests for classroom and lab rooms construction and renovation	Follow-up requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation		50%	4	5	4	4.33	Followed-up requests together with laboratory in-charge
	<b>PI 14:</b> Percentage budget utilization (GAA)	<b>A 78.</b> Percentage budget utilization (GAA)	Monitor budget utilization	10%						
	<b>PI 15:</b> Percentage budget utilization (STF)	<b>A 79.</b> Percentage budget utilization (STF)	Monitor budget utilization	10%						
	<b>PI 17: Additional Outputs</b>	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	5	11	5	5	5	5.00	DoPAC meeting (5); QAC Meeting (2); CAS Meeting (1); MR (1), Core dDRC meeting (2)
		<b>A 81.</b> 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							


MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		A 82. Number of Document Review conducted	Presides document review of document and records control-related PMs & GL		2	5	5	5	5.00	Conducted 2 document review
		A 82. Number of Document Registered related to ISO implementation	Faciliates document registration		127	5	5	5	5.00	(10)PM-LIB-1-10; (3)PM-REI-01,04,05; (5)PM-HRM-07,09,10,11,12; (2)PM-SDS-01&02; (1)PM-SSG-01; (2)PM-ISP-01&02; (1)PM-REC-03; (1)PM-GSO-01; (1)GL-GSO-01; (1)GL-QAC-12; (100)Forms approx
Total Over-all Rating									99.33	

Average Rating	4.95
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.95
ADJECTIVAL RATING	Outstanding


**Comments & Recommendations for Development Purposes**

*Amazing work, recommended to attend seminars and workshops related to PRC functions.*

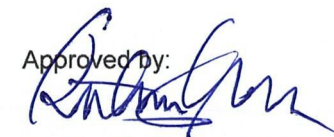
Evaluated & Rated by:

  
**MARK RYAN R. TRIPOLE**  
 Head, DoPAC  
 Date: 7/2/2024

Recommending Approval:

  
**GLENN G. PAJARES**  
 Dean, CAS  
 Date: 7/4/2024

Approved by:

  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs  
 Date: 7/25/2024

# PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2nd	
	3rd	
	4th	

Name of Employee: SUSANA B. MIÑOZA

Head of Office: MARK RYAN R. TRIPOLE


Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure that all documents are prepared using prescribed, appropriate and updated ISO forms; submission of all documents to respective offices are well organized, on time and traceable; front desk services are customer-friendly  Attendance to relevant seminars/workshops				January, 2024
Coaching	Orientation on the different required academic-related documents to be prepared and submitted to respective offices				

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

Conducted by:

Noted:

  
**MARK RYAN R. TRIPOLE**  
Immediate Supervisor

  
**GLENN G. PAJARES**  
Next Higher Supervisor

## TRACKING TOOL FOR MONITORING TARGETS

[illegible]

PI 16: Percentage of course offered with final grades submitted within the allowable period	Teaching	Dept. Head & Faculty	Jan-June, 2024	x	x	x	x	x	x	104/106 grade sheets submitted within allowable period (second semester AY 2023)
PI 17: Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)	Teaching	Dept. Head & Faculty	Jan-June, 2024	x	x	x	x	x	x	As of first semester AY 2023: 60% Outstanding, 35% VS, 5% S
PI 18: Percentage of faculty rated at least VS by Supervisor	Teaching	Dept. Head & Faculty	Jan-June, 2024	x	x	x	x	x	x	Ratings for 1st and 2nd Semester (100% OS for regular faculty)
PI 19: Additional Outputs										
Number of student organizations advised/assisted*	Organization Advising	Dept. Head & Organization Adviser	Jan-June, 2024	x	x	x	x	x	x	VSU Chemical Society, ViHOS, Viscan Eruditos
Percentage of graduates (2 years prior) that are employed*	Teaching	Dept. Head & Faculty	Continuing task							At least 10 BS Chem graduates are employed
<b>MFO 3 Research Services</b>										
PI 2: Number of research outputs completed	Conducting research	Dept. Head & Faculty	Jan-June, 2024	x	x	x	x	x	x	Physicochemical Characterization of the Major River Systems in Leyte (Palhi River AY 2023), LNF - PHASE 2
PI 8: Amount of research money obtained from internal sources	Conducting research	Faculty Researchers	Continuing task			x				P60,000 for MRS Project
<b>MFO 4 Extension Services</b>										
PI 5: Number of expert services rendered:	Conducting trainings, consultancy, etc.	Dept. Head & Faculty	Continuing task		x		x		x	MRRT (1) - Chemical Waste Management Resource Speaker, DWWT (1) - consultancy

[illegible]

										with ITEEM, FMS (1) - consultancy with DOST
<b>MFO 5 Support to Operations</b>										
OVPI MFO 1. Faculty Development Services										
PI 1: Number of faculty pursuing advanced research degrees	Faculty development	Dept. Head & Faculty	Continuing task							For compliance in second half
PI 7: Number of faculty sent to trainings, seminars and conferences	Faculty development	Dept. Head & Faculty	Continuing task							MRRT, ESQ, AAR, JLYA, JMA, GCA (38th PCC), ESQ (2)
OVPI MFO 2. Faculty Recruitment/Hiring Services										
PI 8: Number of new faculty hired with at least Master's degree	Faculty development	Dept. Head & DPC								For compliance in second half
OVPI MFO 3. Registration Services										
PI 9: Percentage of students enrolled and validated within the registration period	Student enrollment	Dept. Head & Academic Adviser	Jan-June, 2024	x	x	x	x	x	x	BS Chemistry 1st Year to 4th Year
PI 10: Number of students advised during the registration period	Student enrollment	Dept. Head & Academic Adviser	Jan-June, 2024	x	x	x	x	x	x	BS Chemistry 1st Year to 4th Year
OVPI MFO 4. Curricular Program Management Services										
PI 12: Number of IMs reviewed by the CCC	Teaching	Dept. Head & Academic Adviser	Continuing task							For compliance in second half
PI 13: Number of course syllabi and TOs reviewed and approved	Teaching	Dept. Head & Academic Adviser	Continuing task	x	x	x	x	x	x	2nd Semester AY 2023 Chem 157.1, Chem 195n, PhSc 105.1, Chem 159, PhSc 105, Chem 140, Chem 157, Chem 141, Chem 208, Chem 21, Chem 138, PhSc 105.2, Envi 120; Chem



submitted a DTR every month		Faculty and Staff								submitted their monthly DTRs
PI 12: Monthly accomplishment report submitted on time	Administrative functions	Dept. Head and concerned personnel	Jan-June, 2024	x	x	x	x	x	x	ESQ (January 1 to May 21), MRRT (May 22 to June 30), department heads have submitted accomplishment reports on time 4 JO (Jan-Jun, 2/month), 2 part-time instructors (Jan-Jun)
PI 14: Percentage budget utilization (GAA)	Administrative functions	Dept. Head & Admin. Staff	Jan-June, 2024						x	As of July 10, 2024
PI 15: Percentage budget utilization (STF)	Administrative functions	Dept. Head & Admin. Staff	Jan-June, 2024						x	As of July 10, 2024
PI 17: Additional Outputs										
Number of laboratory classes assisted	Teaching	Dept. Head & Admin. Staff (laboratory)	Continuing task	x	x	x	x	x	x	Assisted laboratory classes specially in the preparation of chemicals needed for the conduct of classes

Prepared by:

  
**MARK RYAN R. TRIPOLE**  
Head, DoPAC

## PERFORMANCE MONITORING FORM

Name of Employee: **SUSANA B. MIÑOZA**

Task No.	Task Description	Expected Output	Date Assigned	expected Date to Accomplish	Actual Date Accomplished	Quality of Outputs*	Over-all Assessment of Outputs**	Remarks/ Recommendation
1.	Advanced Education – Evaluating MEd admission applications	-	-	-	-	-	-	Not teaching MS
2.	Higher Education – Teaching of Chemistry & Non-Chemistry courses	-	-	-	-	-	-	Not teaching BS
3.	Research Services	-	-	-	-	-	-	No research conducted
4.	Extension Services	-	-	-	-	-	-	No extension services
5.	Support to Operations	Varied ISO & academic documents and services	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Assigned ISO, academic documents, etc.
6.	General Administration & Support Services	Varied general documents and services	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Assigned general documents and services done

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

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

Prepared by



**MARK RYAN R. TRIPOLE**  
Head, DoPAC

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SUSANA B. MIÑOZA**

Performance Rating: Outstanding

Aim: Aspire to maintain outstanding rating as administrative staff

Proposed Interventions to Improve Performance:

Date: January, 2024

Target Date: June, 2024

First Step:

Attendance to administration-related webinars/seminars/trainings would be beneficial to ensure smooth operation of the department.

Results:

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Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

Next Step:

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Outcome: \_\_\_\_\_


Final Step/Recommendation:

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Prepared by:

  
**MARK RYAN R. TRIPOLE**  
Head, DoPAC

Conforme:

  
**SUSANA B. MIÑOZA**  
Name of Ratee Faculty/Staff



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January-June 2024

Name of Staff: SUSANA B. MIÑOZA

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						
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		60				
Average Score		5.0				
Overall recommendation: Attendance to trainings/seminars recommended to acquire new skills and enhance existing ones						

  
**MARK RYAN R. TRIPOLE**  
 Immediate Supervisor