



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

**Annex P**

Name of Administrative Staff: **HAIDE B. CUEVAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	70%	3.28
2. Supervisor/Head 's assessment of her contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.63</b>

TOTAL NUMERICAL RATING: 4.63

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.63

FINAL NUMERICAL RATING 4.63

ADJECTIVAL RATING: Outstanding


Prepared by:

Reviewed by:


  
**HAIDE B. CUEVAS**  
Name of Staff

  
**EPIFANIA G. LORETO**  
Head, DCE

Recommending Approval:

  
**JANNET C. BENCURE**  
Dean, CET

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	4	4.7	Memorandum from OP, OVPA, OVPAF, OVPSAS, CET, DCE and other offices, were cascaded to the head and to the concerned faculty of the department as well as the updated ISO forms thru GoogleSpace, emails and messenger.
		<b>A 45.</b> 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	100% compliant	5	5	4	4.7	Performed duly assigned tasks by the immediate supervisor (Department Head), College dean and University DRC related to necessary requirements to submit.
		On program accreditations									
		On institutional accreditations									
	<b>PI 9.</b> Additional Outputs	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attended	Attends various university seminars/workshops	1	2	5	5	4	4.7	Attended virtual orientation on the VSU Brand Book, Mandatory Orientation and Re-Oriented of Academic Advisers and Dept. Enrolment Focal Persons



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of trainings/seminars/workshop attended for personality development	Attended	Attends trainings on personality development and customer satisfaction	1	1	5	5	4	4.7	Attended the POAP Training on Personality Development and Developing Customer Satisfaction in Palawan on June 13-16, 2023
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	as of January 16, 2023 to June 30, 2023
	<b>PI 3:</b> Additional Outputs	<b>A 47.</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	1	1	5	5	4	4.7	Well-labeled documents using control number aligned with ISO
		<b>A 48.</b> 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	2	4	5	5	4	4.7	Disinfection by using alcohol and tissue paper for desktop, voip and table
		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.	150	254	5	5	4	4.7	Based on the encoded documents in the 1st quarter Quality Records Matrix (QRM) and out-going communications and documents logbook
				Drafts Individual Faculty Workload	7	9	5	5	4	4.7	2nd Semester, AY: 2022-2023
				Prepares report of actual teaching load and projected faculty workload for the next semester/or academic year	1	2	5	5	4	4.7	ATL: 2nd Semester, AY: 2022-2023 PWL: AY 2023-2024

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of office and laboratory equipment purchased	Documentation	Prepares purchase request	1						none within the period
				Prepares Project Procurement Management Plan (PPMP)	1	1	5	5	4	4.7	Indicative PPMP for General Fund 2024
		Number of Payrolls prepared	Prepares payroll for faculty cash advances, JO payroll	Prepares the overload pay payroll and	5	2	5	5	4	4.7	Cultural allowance, JO payroll and faculty overload pay for 1st Sem, AY 2022-2023
		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							none within the period
Number of Pls							13				
Total Over-all Rating							61.00				
Average Rating							4.69				
Adjectival Rating							O				

Average Rating (Total Over-all rating divided by 4)	4.69
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.69
ADJECTIVAL RATING	OUTSTANDING

Comments and Recommendations for Development Purposes:

Attend relevant trainings on record management.

Evaluated and Rated by:

*Ef. Loreto*  
**EPIFANIA G. LORETO**  
 Head, DCE  
 Date: 21 July 2023

Recommending Approval:

*Jannet C. Bencure*  
**JANNET C. BENCURE**  
 Dean, CET  
 Date: 21 July 2023

Approved:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: 24 July 2023





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 16, 2023-June 30, 2023

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
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	54				
<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	54				
Average Score	4.5				
Overall recommendation	:				

  
**EPIFANIA G. LORETO**  
 Printed Name and Signature  
 Head, DCE

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **HAIDE B. CUEVAS**

Performance Rating: 4.63 (Outstanding)

Aim: To build on the strength of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: June 2023

First Step:

Attend relevant training on Personality Development and Excellent customer satisfaction

Result:

Gained knowledge on how to deal with difficult clients and how to develop self-confidence

Next Step:

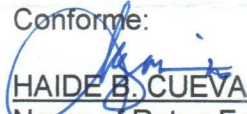
The staff will continue to implement the ISO 9001:2015

Outcome: Improved customer service and work values.

Prepared by:

  
EPIFANIA G. LORETO  
Unit Head

Conforme:

  
HAIDE B. CUEVAS  
Name of Ratee Faculty/Staff