College of Engineering

Visca, Baybay City, 6521-A Leyte, Philippines

COMPUTATION OF INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Juy-December 2018

Name of Administrative Staff: **Susana B. Miñoza**

Particulars		Numerical Rating	Percentage Weight	Equivalent Numerical Rating
(1)		(2)	(3)	(2x3)
1	Numerical Rating per IPCR	4.907	70%	3.4349
2	Supervisor/Head's Assessment of his contribution towards attainment of Office accomplishments	4.92	30%	1.475
	TOTAL NUMERICAL RATING			**4.909**

TOTAL NUMERICAL RATING 4.909

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.**1909

FINALNUMERICAL RATING: **4.**1909

ADJECTIVAL RATING: **Outstanding**

Prepared by:

SUSANA B. MIÑOZA
Name of Staff

Reviewed by:

ROBERTO C. GUARTE
Office Head

Recommending Approval:

ROBERTO C. GUARTE
Dean, COE

Approved by:

BEATRIZ S. BELONIAS
Vice President

Visayas State University
College of Engineering
Renewable Energy Research Center
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SUSANA B. MIÑOZA, Staff of the Renewable Energy Research Center, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2018.

SUSANA B. MIÑOZA
Administrative Aide III
Date: 1/28/19

ROBERTO C. GUARTE
Director, RERC
Date: 1/28/19

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services										
MFO 2	Higher Education Services										
MFO 2	Higher Education	***Best Practices/New Initiatives***									

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	Services	Number of maintained Center of Excellence (COE) status designated by CHED	Update, maintain, and control documents	Update, maintain, and control RERC documents re Center of Excellence (COE)	1	1	5	5	5	5.0	Updated, maintained and controlled RERC documents re Center of Excellence (COE) for Ag.Eng.
		Number of AACCUP Accreditation maintained	Update, maintain, and control documents	Update, maintain, and control RERC documents re AACCUP	1	1	5	5	5	5.0	Updated, maintained, and controlled documents re AACCUP
		Number of ISO 9001:2015 application	Preparation/ Encoding/Printing	Prepare documents for ISO 9001:2015 application	1	1	5	5	5	5.0	Prepared documents for ISO 9001:2015 application
MFO 3	Research Services	**PI 2**. Number of research outputs presented in regional/national/ int'l									
		In nat'l fora/conferences	Poster presentation	Prepare poster for the National Conference on Climate Change RDE	0	1	5	5	5	5.0	Prepared poster presentation for one (1) research study
		PI 3. Number of research projects conducted and/or completed on schedule	Terminal/Progress Report Preparation	Analyze data and Assist in the preparation of terminal/progress report	2	3	5	5	5	5.0	Assisted in in the preparation of progress reports for impact and operational evaluation studies plus additional study on organizational status
		PI 8. Additional outputs									
		Number of studies presented in AIHR	Preparation of presentation for the Annual In-House Review	Assist in the preparation of reports and presentation for the 2018 AIHR	2	3	5	5	5	5.0	Assisted in the preparation of technical reports and power point presentation for impact and operational evaluation studies plus additional study on organizational status

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 4	Extension Services	**PI 1**. Number of person-days trained weighted by length of training	Present RE technology to stakeholders	Provide short discussion on RE technologies available at the Center to students and visitors	20	100	5	5	5	5.0	Presented to Grade 11 and Grade 12 senior high school students and First Year BSABE students the functions and benefits of renewable energy and RE technologies found in RERC
		PI 2. Number of IEC materials/technoguides developed/used	Development of IEC materials	Prepare and reproduce IEC materials including tarpaulines, signages, and labels	1	261	4	5	5	4.7	Prepared and reproduced 150 brochures, 6 posters, 5 signages, and 100 labels posted in RERC, CoE and during the National RE Convention
		PI 3. Number of beneficiaries served									
		Groups	Monitoring and evaluation of SHS units and Solar Pwer Associations (SoPA) in Leyte and Southern Leyte	Coordinate barangay officials and SoPA Officers and conduct monitoring and evaluation of SHS and assessment of SoPA and prepare and keep proper documentation	6	8	5	5	4	4.7	Spearheaded the conduct of monitoring and evaluation activities in four (4) island barangays and assessment of four (4) SoPAs
		Individuals	Monitoring and evaluation of SHS units and solar streetlights	Coordinate barangay officials and Local Government Units (LGUs) and conduct monitoring and evaluation and prepare and keep proper documentation	606	816	5	5	4	4.7	Spearheaded the conduct of monitoring and evaluation of 360 SHS units in two (2) island barangays in Leyte and 456 solar streetlights in 40 municipalities and 3 cities in Leyte

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		PI 4. Number of extension projects conducted and/or completed on schedule	Monitoring of Household Electification Program (HEP) and solar streetlighting project stakeholders	Coordinate SoPA officers, barangay officials, local government units, and DOE-VFO	2	2	5	5	5	5.0	Monitored the HEP and solar streetlights stakeholders and SHSs and solar streetlights
		PI 9. Additional outputs									
		Number of extension outputs presented in national conferences	Poster presentation	Prepare poster for the National Conference on Climate Change RDE	0	2	5	5	5	5.0	Prepared poster presentation for two (2) extension output
MFO 5	Support to Operations	**PI 2.** Number of in-house seminars/trainings/ workshops/reviews assisted/facilitated	Preparation of technical reports and power point presentation for the Annual In-House Review (AIHR)	Assist in the preparation of reports and presentation for the 2018 AIHR	0	1	5	5	5	5.0	Assisted in the preparation of technical reports and power point presentation presented during the 2018 AIHR
		PI 6. Additional outputs									
		Number of classes evaluated for faculty evaluation	Facilitate faculty evaluation	Conduct student evaluation for Professors/Instructors	5	5	5	5	5	5.0	Conducted faculty evaluation at VSULHS
		Number of Documents signed as OIC	Office Management as Officer-In-Charge	Discharge the function of the Director in addition to present duties and responsibilities as Administrative Aide III except on policy-determining matters	5	20	5	5	5	5.0	Signed payrolls, vouchers, job requests etc. as OIC of the Director
		Number of Job Order (JO) Daily Time Record (DTR) verified and approved	Sign DTR of all JO personnel of the Center	Verify entries and approve DTR of all JO personnel of the Center	36	36	5	5	5	5.0	Checked and inspected time in and time out entries of 3 JOs before approval of DTR

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of Accomplishment Reports Verified and approved	Verify accomplishment reports of the utility worker/messenger	Check accomplishment report of Utility Worker twice a month and SRAs, when needed	12	20	5	5	5	5.0	Checked and approved Accomplishment Report of Utility Worker form Jul-Dec, twice each month and SRAs, as OIC
MFO 6	General Admin. & Support Services (GASS)	**PI 1.** Number of departments and/or service units supervised and monitored	Supervision and Documentation	Supervise attendance all JO personnel of the Center and overall activities of utility worker	1	1	5	5	5	5.0	Supervised RERC utility worker/messenger and monitor attendance of all office personnel
		PI 3. Number of documents attended and served	Documentation and Records management	Prepare and facilitate all routine administrative and dinancial transactions and maintain and keep track of documents as records controller of the Center	90	150	5	5	5	5.0	Prepared and facilitated all routine administrative and financial transactions and maintain and keep track of documents as records controller of the Center
		PI 4. Number of academic lecture/laboratory rooms maintained	Supervision and assistance	Supervise and assist (when necessary) cleaning and maintenance of academic lecture and laboratory rooms in the Center	4	4	4	5	5	4.7	Supervised and assisted (as needed) cleaning and maintenance of conference room, laboratory room, lecture room, and; workshop and
		PI 6. Area of lawn maintained (sq.m, approx.)	Supervision and assistance	Supervise and assist (when necessary) cleaning and maintenance of energy park and RERC grounds	975	975	4	5	5	4.7	Supervised and assisted (as nedeede) cleaning and maintenance of energy park and RERC grounds
		PI 8. Zero percent complaint from clients served	Quality Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	Served clients with courtesy; immediate response to client needs and inquiries. No complaint received from clients

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		PI 9. Additional Outputs									
		Number of Annual Reports prepared	Preparation of Accomplishment Reports	Prepare annual accomplishment report of the Center for the year 2018	1	1	5	5	4	4.7	Prepared the annual accomplishment report of RERC for the CY 2018
		Number of IPCR/OPCR prepared and submitted	Preparation of IPCR and OPCR	Prepare the IPCR and OPCR for the 2nd half of 2018	2	4	5	5	4	4.7	Prepared the 2018 Jan-Jun OPCR and IPCR (actual) and 2018 Jul-Dec OPCR and IPCR (target)
		Number of supporting documents prepared for the ISO Accreditation assisted	Documentation and Records management	Facilitate the documentation and records management of the Center; Assist the College of Engineering in the ISO Accreditation	15	50	5	5	5	5.0	Facilitated the documentation and records management of the Center; Assisted the College of Engineering in the ISO Accreditation
Number of Performance Indicators Filled-up							25				
Total Over-all Rating							122.7				
Average Rating							4.907				
Adjectival Rating							Outstanding				

Comments & Recommendations for Development Purpose:

She is recommended to attend; (a) Ofice Management Training, (b) Records and documentation Training, and c) Desktop Processing

Evaluated and Rated by:

ROBERTO C. GUARTE
College Dean
Date: _____

Recommending Approval:

ROBERTO C. GUARTE
College Dean
Date: _____

Approved:

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018
Name of Staff: Susana B. Miñoza Position: Adm. 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	59				

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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	59				
Average Score	4.92				

Overall recommendation : _____

ROBERTO C. GUARTE
Name of Head

Exhibit L

Visayas State University
College of Engineering
Visca, Baybay City, 6521-A, Leyte, Philippines

Employee Development Plan

Name of Employee: **Ms. Susana B. Miñoza**
Performance Rating: **4.83 (O)**

Aim: Enhance the knowledge and skills of **Ms. Susana B. Miñoza,** the Admin Clerk and ***Records Controller*** of the Renewable Energy Research Center (RERC) in support to COE's Program on International Accreditation and Certification

Proposed Interventions to Improve Performance:

Date: July 2018 **Target Date**: December 2018

First Step

- Review and analyze the previous accomplishments of **Ms. Susana B. Miñoza** as the Admin Clerk and ***Records Controller*** of the of the Renewable Energy Research Center (RERC) in support to COE's Program on International Accreditation and Certification

Results:

- Identified the gaps that will be addressed by **Ms. Susana B. Miñoza** as the Admin Clerk and ***Records Controller*** of the Renewable Energy Research Center (RERC) in support to COE's Program on International Accreditation and Certification

Next Step:

- Prepare and implement the plans and programs of the Records Management of RERC as part of COE Committee on Records Management

Outcomes:

- Well organized and managed RERC Records following the 5S principles

Final Steps/Recommendations:

- Standardize and implement the procedures in the proper management of RERC's records following the 5S principles
- Conduct regular Continuous Quality Improvement **(CQI**
- Attend relevant training to enhance her management knowledge and skills

Prepared by:

ROBERTO C. GUARTE
Dean, COE

Conforme:

SUSANA B. MIÑOZA
COE Admin Staff