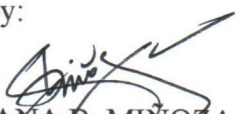



COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

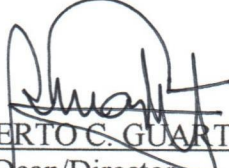
Name of Administrative Staff: SUSANA B. MIÑOZA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.9	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.906

TOTAL NUMERICAL RATING: 4.906
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.906
FINAL NUMERICAL RATING 4.906
ADJECTIVAL RATING: Outstanding

Prepared by:

SUSANA B. MIÑOZA
Name of Staff

Reviewed by:

ROBERTO C. GUARTE
Department/Office Head

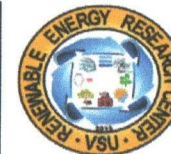
Recommending Approval:

ROBERTO C. GUARTE
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President



VISAYAS
STATE UNIVERSITY



Renewable Energy Research Center

Visca, Baybay City, Leyte 6521-A, Philippines

Phone/Fax:

Email Address:

Website: www.vsu.edu.ph

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 January - June 2019.

SUSANA B. MINOZA

Administrative Aide IV

Date: _____

ROBERTO C. GUARTE

Director, RERC

Date: _____

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 (Jan-Jun 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services										
MFO 2	Higher Education Services										
MFO 3	Research Services	PI 3. Number of research projects conducted and/or completed on schedule	Terminal Report Preparation	Assist in the preparation of terminal report	2	2	5	5	5	5.0	Assisted in the refinement and submission of two (2) studies: "Organizational Status of the Solar Power Assocs. In Leyte and So. Leyte" TR submitted on Feb. 8, 2019 and "Operational Eval'n of Solar Home System Use by HH beneficiaries in Leyte and So. Leyte" TR submitted on April 4, 2019

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan-Jun 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		PI 8. Additional outputs									
		No. of poster presented during the 2019 VSU Anniversary	Display EIC materials during the VSU anniversary	Layout posters on research project for display	0	4	5	5	5	5.0	Developed layouts of four (4) research projects displayed during the 2019 VSU Anniv.
		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 2019 AIHR	2	3	5	5	5	5.0	Assisted in the preparation, reproduction, and submission of presentations and forms of three (3) studies for the 2019 AIHR
MFO 4	Extension Services	PI 2. Number of IEC materials/technoguides developed/used	Development of IEC materials	Develop IEC materials including tarpaulins, signages, and labels	5	300	4	4	5	4.3	Developed, reproduced, distributed, and posted at least 300 brochures and trapaulins to RERC visitors and during VSU anniversary
MFO 5	Support to Operations	PI 2. Number of in-house seminars/trainings/ workshops/reviews assisted/facilitated	Preparation of presentation for the Annual In-House Review (AIHR)	Assist in the preparation of reports and presentation for the AIHR	1	3	5	5	5	5.0	Assisted in the preparation of reports and presentation for the AIHR of three (3) studies
MFO 6	General Admin. & Support Services (GASS)	PI 1. Number of departments and/or service units supervised and monitored	Supervision and Documentation	Supervise attendance and overall activities of Job Order personnel of the Center	1	2	5	5	5	5.0	Supervised attendance of one (1) skilled worker and one (1) SRA of the Center
		PI 3. Number of documents attended and served	Documentation and Records management	Prepare, facilitate, and keep track all administrative and financial transactions	90	200	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 maintenance of academic lecture and laboratory rooms in the Center	4	4	5	4	5	4.7	Supervised and assisted (as needed) cleaning and maintenance of conference room, laboratory room, lecture room, and; workshop and processing area

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan-Jun 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		PI 6. Area of lawn maintained (sq.m, approx.)	Supervision and assistance	Supervise maintenance of energy park and RERC grounds	975	975	5	5	5	5.0	Supervised and assisted (as needed) 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
Number of Performance Indicators Filled-up							10				
Total Over-all Rating							49.0				
Average Rating							4.900				
Adjectival Rating							Outstanding				
Comments & Recommendations for Development Purposes: Very productive and efficient staff. • Recommended to attend seminars/training on Records Management and Stress Management or related trainings											

Evaluated and Rated By:

ROBERTO C. GUARTE

Director, RERC

Date: _____

Recommending Approval:

ROBERTO C. GUARTE

Director, RERC

Date: _____

Approved By:

BEATRIZ S. DELONIAS
Vice President for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019Name of Staff: Susana B. Miñoza Position: Adm. Aide IV

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 = 4.92				
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					
Average Score	4.92				

Overall recommendation : _____


ROBERTO C. GUARTE
Name of Head

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: Susana B. Miñoza

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	Assist in the preparation of terminal report of research projects conducted and/or completed on schedule	2	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
2	Layout posters on research project for display during the 2019 VSU Anniversary	0	April 1, 2019	April 25, 2019	April 25, 2019	April 1, 2019	April 25, 2019	
3	Discussion on RE technologies available at the Center to students and guests	20	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
4	Develop IEC materials including tarpaulins, signages, and labels	5	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
5	Coordinate barangay officials and SoPA Officers and conduct monitoring and evaluation of SHS and assessment of SoPA and prepare	6	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
6	Coordinate barangay officials and Local Government Units (LGUs) and conduct monitoring and evaluation	200	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
7	Assist in the preparation of reports and presentation for the AIHR	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
8	Supervise attendance and overall activities of Job Order personnel of the Center	1	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	

9	Prepare, facilitate, and keep track all administrative and financial transactions	90	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
10	Supervise maintenance of academic lecture and laboratory rooms in the Center	4	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	
11	Supervise maintenance of energy park and RERC grounds	975	Jan. 3, 2019	June 28, 2019	June 28, 2019	Impressive	Very Satisfactory	

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

Prepared by:


ROBERTO C. DUARTE
 Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

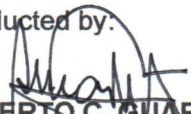
X	1 st	Q U A R T E R
X	2 nd	
	3 rd	
	4 th	


Name of Office: College of Engineering

Head of Office: Dr. Roberto C. Guarte

Name of Faculty/Staff: Ms. Susana Miñoza Signature: _____ Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
a. Monitoring of the efficient implementation of RERC Frontline services b. Monitoring of the effective implementation of RERC Records Management c. Monitoring of the implementation of the RERC Records Management Codes d. Monitoring of the implementation of 5S in the College	Regular personalized monitoring of RERC frontline services, Records Mgt., and 5S implementation	Conduct of Collegewide meeting, including RERC staff, emphasizing , among others, responsibilities of the members of the different college/RERC committees	COE Memo No. 06, s. 2019	Notices of Meeting	• RERC Frontline services, Records Management, and 5S are efficiently and effectively implemented
II. Coaching					
a. Coaching on the efficient implementation of RERC Frontline services b. Coaching on the effective RERC Records Management c. Coaching on the implementation of the RERC Records Management Codes d. Coaching to implement 5S in the College e. Coaching to implement Continuous Quality Improvement (CQI)	Series of individual coaching as needed	Conduct of Collegewide meeting, including RERC staff, emphasizing , among others, responsibilities of the members of the different college/RERC committees	COE Memo No. 06, s. 2019	Notices of Meeting	• RERC Frontline services, Records Management, and 5S are efficiently and effectively implemented

Conducted by:

ROBERTO C. GUARTE
Immediate Supervisor

Verified by:

BEATRIZ S. BELONIAS
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO



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: **4.88 (O)**

Aim: Ms. **Miñoza** to become an effective and efficient **Records Controller** of the Renewable Energy Research Center (RERC) in support to COE's Program on International Accreditation and Certification and VSU's International Standardization.

Proposed Interventions to Improve Performance:

Date: January 2019

Target Date: June 2019

First Step

- Continual supervision of the COE Committee on Records Management with Ms. Borleo as Chairman and **Ms. Miñoza** as Records Controller of RERC and the other department-based Office Administrative staff as members; orientation of the Chairman and members of the committees on their functions and responsibilities; and reorientation of all the members on the principles of 5S; reorientation of all members on records management practices.

Results:

- Sturdy COE Records and Management Committee with Ms. Borleo as Chairman and designating **Ms. Miñoza** as Records Controller of RERC in support to COE's Program on International Accreditation and Certification
- Working knowledge on the 5S principles
- Best records management practices

Date: July 2019

Target Date: December 2019

Next Step:

- Continuous implementation of 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)

Prepared by:


ROBERTO C. GUARTE
Dean, COE

Conforme:


SUSANA B. MIÑOZA
Admin Staff, RERC