



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

**Annex P**

Name of Administrative Staff: MICHELLE A. BORLEO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.877	70%	3.414
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.89</b>

TOTAL NUMERICAL RATING: 4.89

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.89

FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: Outstanding

Prepared by:

MICHELLE A. BORLEO  
Name of Staff

Reviewed by:

ROBERTO C. GUARTE  
Dean, CET

Recommending Approval:

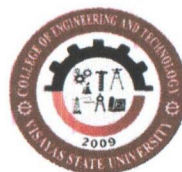
ROBERTO C. GUARTE  
Dean, CET

Approved:

BEATRIZ S. BELONIAS  
Vice President for Academic Affairs



**VISAYAS**  
STATE UNIVERSITY



**College of Engineering and Technology**

Visca, Baybay City, Leyte 6521-A, Philippines

Email Address: [coe@vsu.edu.ph](mailto:coe@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, MICHELLE A. BORLEO, Administrative Staff of the Office of the Dean-College of Engineering and Technology, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2020.

  
**MICHELLE A. BORLEO**

Administrative Aide IV

Date: 9/30/2020

  
**ROBERTO C. GUARTE**

Professor and Dean

Date: 9/30/2020

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	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 9: Number of student organizations advised/ assisted *	A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	6	6	5	5	4	4.7	CET Week



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	1	5	5	5	5.0	ISO 9001:2015 2nd External Visit
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<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	<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	5	5.0	
		<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	5	5.0	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		On program accreditations									
	PI 9. Additional Outputs	Number of in-house seminars/trainings/workshops/reviews conducted	Documentation, Secretariat	Assists in preparing seminars/trainings/conventions	2	1	5	4	4	4.3	Collegewide Seminar on Engineering and Technology Issues
		Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attended	Attended various university seminars/workshops	2	1	5	4	4	4.33	Collegewide Seminar on Engineering and Technology Issues
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	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	Zero complaint from clients	5	5	5	5.00	
	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	2	2	5	5	5	5.00	CET Document and Records Coding; CET CDRCC Activities
		A 48. Other outputs implementing the new normal due to covid 19		Disinfect CET Office and posted COVID related information	1	1	5	5	5	5.00	CET Administrative Office



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of departments and/or service units supervised and monitored	Documentation	Facilitate in the supervision of five (5) academic departments and one (1) research centers.	6	6	5	4	5	4.67	
		No. of management meetings conducted	Spearheaded meeting with the CET Records Controller Committee	Spearheaded meeting with the CET Records Controller Committee	4	2	5	5	5	5.00	
		Number of documents attended and served	Documentation	Prepared administrative and financial matter of the college. And facilitated in the signing of documents to the Dean.	1,000	1000	5	5	5	5.00	
		Number of office and laboratory equipment purchased	Documentation	Prepared purchase request	15	15	5	5	5	5.00	
		Number of Payrolls prepared for Job Order Personnel and Student Assistant	Prepared and review JO Payrolls and SAE	Prepared and review JO Payrolls and SA	10	10	5	5	5	5.00	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of purchase request prepared for Constructions projects	Preparation	Prepares purchase requests of construction supplies and materials	5	5	5	5	5	5.00	
		Number of CET management committee meetings facilitated	Prepares and facilitates	Facilitate in the conduct of CET Management committee meeting, College-Wide Meeting and College faculty meeting	6	6	5	5	4	4.67	
		Number of OPCR and IPCR prepared and finalized	Prepares and finalize	Prepares the OPCR of the College and IPCR of the Dean, finalize IPCR of the administrative staff under the office of the dean	6	8	5	5	5	5.00	CET OPCR and IPCR for Admin Staff under Dean's Office
		Number of committee handled	Chairman of the Records Controller Committee of the College of Engineering	Supervise and plan	1	1	5	5	5	5.00	CET DRCC

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of rooms utilization prepared	Preparation	Preparation of room utilization for Engineering Building and COE Annex	14	14	5	5	5	5.00	
Number of Performance Indicators Filled-up							19				
Total Over-all Rating							92.667				
Average Rating							4.877				
Adjectival Rating							Outstanding				
Comments & Recommendations for Development Purpose: Ms. Borleo is a highly skilled, efficient, and productive admin staff. She has the potential to be an AO. I highly recommend her for Advance Training on Office Management, Records Management and Similar Trainings.											

Evaluated and Rated by:

ROBERTO C. GUARTE

College Dean

Date: 9/30/2020

Recommending Approval:

ROBERTO C. GUARTE

College Dean

Date: 9/30/2020

Approved:

BEATRIZ S. BELONIAS

Vice Pres. for Instruction

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



## PERFORMANCE MONITORING FORM

Name of Employee: Michelle A. Borleo

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	Provides assistance during student activities	6	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
2	Ensures that the implementation of QMS core processes of the University is compliant to ISO 9001:2015	100% compliant	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
3	Prepares required documents and complies all requirements as prescribed in the accreditation tool	100% compliant	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
4	Assists in preparing seminars/ trainings/conventions/ workshops presentations	2	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
5	Disinfect CET Office and posted COVID related information	1	March 17, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
6	Facilitate in the supervision of five (5) academic departments and one (1) research centers.	6	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
7	Spearheads meeting with the College of Engineering Records Controller Committee	2	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
8	Prepares administrative and financial matter of the college. And facilitated in the signing of documents to the Dean	1000	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
9	Prepares purchase request	15	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	



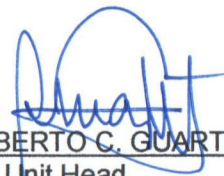
## Exhibit I

10	Prepares and review JO Payrolls and SA	15	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
11	Prepares purchase requests of construction supplies and materials	15	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
12	Responsible for the documentation and records management in the office	5	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
13	Facilitates in the conduct of CET Management committee meeting, College-Wide Meeting and College faculty meeting	6	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
14	Prepares the OPCR of the College and IPCR of the Dean, finalize IPCR of the administrative staff under the office of the dean	6	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	
15	Preparation of room utilization for Engineering Building and CET Annex	14	Jan. 2, 2020	Jun. 30, 2020	Jun. 30, 2020	Impressive	Very Satisfactory	

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

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

Prepared by:

  
ROBERTO C. GUARTE  
Unit Head

## PERFORMANCE MONITORING &amp; COACHING JOURNAL

x	1 <sup>st</sup>	Q U A R T E R
x	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

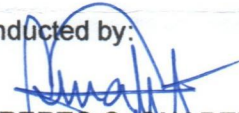
Name of Office: College of Engineering and TechnologyHead of Office: Dr. Roberto C. GuarteName of Faculty/Staff: Ms. Michelle A. Borleo Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_


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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>I. Monitoring</b>					
a. Monitoring the efficient implementation of College Frontline services b. Monitoring the effective implementation of the College Records Management c. Monitoring of the implementation of the College Records Management Codes d. Monitoring of the implementation of 5S in the College	Regular personalized monitoring of College frontline services, Records Mgt., and 5S implementation	Conduct of Collegewide meeting emphasizing, among others, responsibilities of the members of the different college committees	CET Memo No. 2, 5, 8, 16, 17 s. 2020	Notices of Meeting	<ul style="list-style-type: none"> <li>College Frontline services, Records Management, and 5S are efficiently and effectively implemented</li> </ul>
<b>II. Coaching</b>					
a. Coaching on efficient implementation of College Frontline services b. Coaching on the effective implementation of College Records Management c. Coaching on the implementation of the College Records Management Codes d. Coaching to implement 5S in the College Continuous Quality Improvement (CQI)	Series of individual coaching as needed	Conduct of Collegewide meeting, emphasizing, among others, responsibilities of the members of the different college committees	CET Memo No. 2, 5, 8, 16, 17 s. 2020	Notices of Meeting	<ul style="list-style-type: none"> <li>College Frontline services, Records Management, and 5S are efficiently and effectively implemented</li> </ul>

Conducted by:

  
**ROBERTO C. GUARTE**  
 Immediate Supervisor
cc: OVPI  
ODAHRD  
PRPEO

Verified by:

  
**BEATRIZ S. BELONIAS**  
 Next Higher Supervisor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan-June 2020

Name of Staff: MICHELLE A. BORLEO Position: Admin 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 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						
Average Score						

Overall recommendation : \_\_\_\_\_

  
**ROBERTO C. GUARTE**  
 Dean, CET



**VISAYAS**  
STATE UNIVERSITY



**College of Engineering and Technology**

Visca, Baybay City, Leyte 6521-A, Philippines

Email Address: [roberto.guarte@vsu.edu.ph](mailto:roberto.guarte@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## Employee Development Plan

Name of Employee: **Ms. Michelle A. Borleo**

Performance Rating: **4.93 (O)**

**Aim:** Ms. Borleo to become an effective and efficient **Overall Records Controller** of the College of Engineering and Technology (CET) in Support to CET's Program on International Accreditation and Certification and VSU's International Standardization.

### Proposed Interventions to Improve Performance:

**Date:** January 2020

**Target Date:** June 2020

#### First Step

- Continual supervision of the CET Committee on Records Management with Ms. Borleo as Chairman and the 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 CET Records and Management Committee with Ms. Borleo as Chairman and the department-based Office Administrative staff as members in Support to CET's Program on International Accreditation and Certification
- Working knowledge on the 5S principles
- Best records management practices

**Date:** July 2020

**Target Date:** December 2020

#### Next Step:

- Continuous implementation of the plans and programs of the CET Committee on Records Management

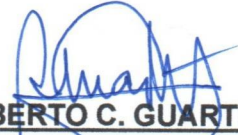
#### Outcomes:

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

#### Final Steps/Recommendations:

- Standardize and implement the procedures in the proper management of CET's records following the 5S principles
- Conduct regular Continuous Quality Improvement (CQI)

Prepared by:

  
**ROBERTO C. GUARTE**  
Dean, CET

Conforme:

  
**MICHELLE A. BORLEO**  
Admin. Alide IV