



**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	4.733	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
<b>TOTAL NUMERICAL RATING</b>			<b>4.74</b>


TOTAL NUMERICAL RATING: 4.74

Add: Additional Approved Points, if any:                     


TOTAL NUMERICAL RATING: 4.74

FINAL NUMERICAL RATING 4.74

ADJECTIVAL RATING: Outstanding

Prepared by:   
**MICHELLE A. BORLEO**  
Name of Staff

Reviewed by:   
**JANNET C. BENCURE**  
Immediate Supervisor

Recommending Approval:   
**JANNET C. BENCURE**  
Dean

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





MF O No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplis hment as of 31 Dec. 2023	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. 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*	A 44. 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 dDRC	zero non-conformity	zero non-conformity	5	5	5	5.0	
		A 45. 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	
		On program accreditations								
	PI 9. Additional Outputs	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attended various university seminars/workshops	4	5	5	5	5	5.0	CET College-Wide Curriculum Review, CET Preparation of OPCR Accomplishment, 5S Training, ISO Re-
UMFO 6. General Admin. & Support Services (GASS)										
	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	5.0	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of 31 Dec. 2023	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	<b>PI 3:</b> Additional Outputs	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	5	5.0	Monitoring of Clause 7.5 in the respective departments under CET
		Percentage of OFIs, NCs, and CARs attended	Receives College OFIs, NCs, and CARs. Facilitates in the reponse of this documents	100%	100%	5	5	5	5.0	3 OFIs acted during the 5th IQA
		Percentage of planning and monitoring documents attended	Facilitate and keep track of college OTP, SWOT, ROAM, Work and Financial Plan, OTP Monitoring, Physical Accomplishments and other monitoring reports	100%	100%	5	5	5	5.0	
		Percentage of Procedure Manual (PM), Guidelines (GL) and Forms (FM) updates to the latest version	Ensure that all PMs, GLs, and FMs on file are updated and ready for use	100%	100%	5	5	5	5.0	
		Number of in-house seminars/trainings/workshops/reviews facilitated	Facilitate in the preparation of in-house seminars/trainings/workshop/reviews	5	2	5	5	4	4.7	CET College-Wide Curriculum Review, CET Preparation of OPCR Accomplishment
		No. of management meetings conducted	Spearheaded meeting with the College of Engineering Records Controller Committee	6	2	4	4	4	4.0	CET DRCC Regular Meeting and 2 during the 1st half of the year (3 meetings target for



MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of 31 Dec. 2023	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
		Number of Quality Records Matrix reviewed/prepared	Reviews department's QRM and prepares college's QRM	20	14	5	4	5	4.7	2nd and 3rd Quarter QRM reviewed from departments and 2 QRM prepared for the office (10 targets for the 2nd half)
		Number of documents attended and served	Prepared administrative and financial matter of the college. And facilitated in the signing of documents to the Dean.	1,000	1000	5	5	4	4.7	500 during the 1st half and 500 during the 2nd half
		Number of office and laboratory equipment purchased	Prepared purchase request	15	8	5	4	4	4.3	
		Number of Payrolls prepared for Job Order Personnel and Student Assistant	Prepared and review JO Payrolls and SA	8	12	4	5	5	4.7	Monthly Payroll for JO of VSU IP Project
		Number of CET management committee meetings facilitated	Facilitate in the conduct of CET Management committee meeting, College-Wide Meeting and College faculty meeting	8	5	4	5	4	4.3	ManCom Meeting, Special Meeting for Faculty Handling Esci 110
		Number of OPCR and IPCR prepared and finalized	Prepares the OPCR of the College and review departments' OPCR's; Prepares draft of Dean's IPCR and finalize IPCR of the administrative staff under the office of the dean	6	11	5	5	5	5.0	College OPCR; 6 Department OPCR's, 4 Adm Staff IPCRS

MF O No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplis hment as of 31 Dec. 2023	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
		Number of committee handled	Supervise and plan	1	1	5	4	4	4.3	CET DRCC
		Number of PPMP and PR prepared and submitted	Prepare, facilitate, submit and keep track of Office of the Dean PPMPs and PRs in accordance with established and/or standard documentation and filing process	6	4	5	4	5	4.7	PPMP and PRs for GF
		Number of office tools and equipment maintained	Clean and maintain office tools and equipment	5	5	5	4	4	4.3	
Number of Performance Indicators Filled-up						20				
Total Over-all Rating						94.667				
Average Rating						4.733				
Adjectival Rating						Outstanding				
Comments & Recommendations for Development Purpose:										
She always does excellent job in all of the assigned tasks. I recommend for special recognition be given to her.										

Evaluated and Rated by:

  
**JANNET C. BENCURE**

College Dean

Date: 1/16/24

Recommending Approval:

  
**JANNET C. BENCURE**

College Dean

Date: 1/16/24

Approved:

  
**BEATRIZ S. BELONIAS, Ph.D.**

Vice Pres. for Academic Affairs

Date: 1/23/24



### 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.	Ensures that the implementation of QMS core processes of the University is compliant to ISO 9001:2015	100% Compliant	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
2.	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
3.	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% Compliant	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
4.	Attendance to various seminars/workshops	4	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
5.	Provide customer friendly frontline services to clients	Zero complaint from clients	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
6.	Receives College OFIs, NCs, and CARs. Facilitates in the response of this documents	100%	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
7.	Facilitate and keep track of college OTP, SWOT, ROAM, Work and Financial Plan, OTP Monitoring, Physical Accomplishments, and other monitoring reports	100%	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	

8.	Ensure that all PMs, GLs, and FM's on file are updated and ready for use	100%	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
9.	Spearheads meeting with the College of Engineering Records Controller Committee	4	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
10.	Facilitate in the preparation of in-house seminars/trainings/workshop/r eviews	5	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
11.	Prepares administrative and financial matter of the college. And facilitated in the signing of documents to the Dean	1000	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
12.	Prepares purchase request	15	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
13.	Prepares and review JO Payrolls and SA	10	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
14.	Facilitates in the conduct of CET Management committee meeting, College-Wide Meeting and College faculty meeting	8	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
15.	Prepares the OPCR of the College and IPCR of the Dean, finalize IPCR of the administrative staff under the office of the dean	6	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
16.	Supervise and plan for the CET Document and Records Committee	1	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
17.	Prepares, facilitates, submit, and keep track of Office of the Dean PPMPs and PRs in accordance with established	6	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	




	and/or standard documentation and filing process							
18.	Maintain the cleanliness of office tools and equipment	5	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
19.	Prepare and draft college memorandum ang outgoing communication	55	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	

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

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

Prepared by:

  
JANNET C. BENCURE  
Unit Head



### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

Name of Staff: MICHELLE A. BORLEO

Position: Adm. 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		57				



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		4.8				

Overall recommendation : She always does excellent job in all of the assigned tasks. I recommend for special recognition be given to her.

JANNET C. BENCURE

Printed Name and Signature  
Head of Office



**VISAYAS**  
STATE UNIVERSITY



**COLLEGE OF ENGINEERING  
AND TECHNOLOGY**

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## Employee Development Plan

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

Performance Rating: **4.78 (O)**

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

### Proposed Interventions to Improve Performance:

**Date:** January 2023

**Target Date:** June 2023

#### 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 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 Accreditation and Certification
- Working knowledge on the 5S principles
- Best records management practices

**Date:** July 2023

**Target Date:** December 2023

#### 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
- Ms. Borleo should continuously attend training, seminars, and workshops to strengthen her competencies and qualifications as Overall Records Controller of the college.

Prepared by:

  
**JANNET C. BENCURE**  
Dean, CET

Conforme:

  
**MICHELLE A. BORLEO**  
Admin. Aide VI