

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	4.824	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.5
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88

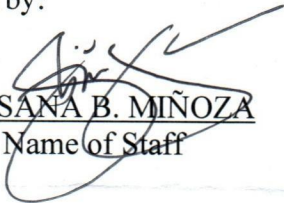
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.88


FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: Outstanding

Prepared by:


SUSANA B. MIÑOZA
Name of Staff


Reviewed by:


ROBERTO C. GUARTE
Department/Office Head

Recommending Approval:

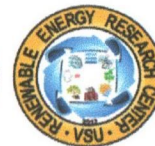

ROBERTO C. GUARTE
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President



VISAYAS
STATE UNIVERSITY



**College of Engineering and Technology
RENEWABLE ENERGY RESEARCH CENTER**

Visca, Baybay City, Leyte 6521-A, Philippines

Phone/Fax: none

Email Address: roberto.guarte@vsu.edu.ph

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 July - December 2019.

SUSANA B. MIÑOZA

Administrative Aide IV

Date: _____

ROBERTO C. GUARTE

Director, RERC

Date: _____

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

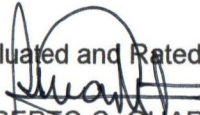
MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accom-plishment (Jul-Dec 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services										
MFO 2	Higher Education Services										
MFO 3	Research Services	PI 3. Number of research projects conducted and/or completed on schedule	Terminal Report Preparation	Provides assistance in the preparation of terminal report	2	1	5	4	5	4.7	Assisted in the refinement of the study, "Socioeconomic impact evaluation of solar home system on household beneficiaries in Leyte and So. Leyte" in preparation for the terminal report writing

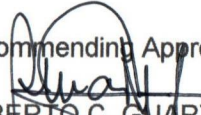
MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 4	Extension Services	PI 2. Number of IEC materials/technoguides developed/used	Development of IEC materials	Develops IEC materials including tarpaulins, signages, and labels	5	300	4	4	5	4.3	Developed, reproduced, distributed, and posted at least 300 brochures and tarpaulins to RERC visitors and during VSU anniversary
		PI 3. Number of beneficiaries served									
		<i>Individuals</i>	Monitoring and evaluation solar streetlights	Gathers GPS coordinates of solar streetlights in Digyo Island	6	6	5	4	4	4.3	Gathered GPS coordinates of six (6) solar streetlights in the island of Digyo, Inopacan, Leyte in July 2019
		PI 9. Additional outputs									
		Number of orientation and briefings of the different RE technologies conducted	Orientation and briefings on different RE technologies found at the RERC	Gives orientations and briefings of the different RE technologies to students, visitors and clients from inside and outside the university	0	6	4	5	5	4.7	Conducted short orientation and briefing to three (3) batches of senior high school students and three (3) batches of BSABE freshman students
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)	Assists 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
		PI 3. Additional outputs									
		Number of RE demo unit maintained for educational purposes	Maintain RE demo units in the RE park	Provides assistance in the maintenance of the various RE technologies	0	9					Assisted in the maintenance of nine (9) RE technologies in the RE park of the Center


MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of Job Order (JO) Daily Time Record (DTR) verified and approved	Verify DTR of all JO personnel of the Center	Verifies entries and approve DTR of all JO personnel of the Center	0	24	5	5	5	5.0	Check attendance and verified DTR of both skilled worker and SRA twice a month from July to December 2019
		Number of Accomplishment Reports Verified and approved	Verify accomplishment reports of the utility worker/messenger	Checks accomplishment report of Utility Worker twice a month and SRAs, when needed	0	24	5	5	5	5.0	Checked and verified accomplishment reports of both skilled worker and SRA twice a month from July to December 2019
MFO 6	General Admin. & Support Services (GASS)	<u>PI 1.</u> Number of departments and/or service units supervised and monitored	Supervision and Documentation	Supervises 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
		<u>PI 3.</u> Number of documents attended and served	Documentation and Records management	Prepares, facilitates, and keeps track of all administrative and financial transactions	90	200	5	5	5	5.0	Prepared and facilitated all routine administrative and financial transactions such as contracts of services, payrolls, and vouchers, communications, and the likes; and maintain and keep track of all documents as records controller of the Center
		<u>PI 4.</u> 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
		<u>PI 6.</u> Area of lawn maintained (sq.m, approx.)	Supervision and assistance	Supervises 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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		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
		PI 9. Additional Outputs									
		Number of Payrolls prepared for Job Order Personnel	Preparation and review of JO Payrolls	Prepares and review JO Payrolls	0	24	5	5	5	5.0	Prepared and reviewed payroll of two (2) JO personnel twice a month from July to December
		Number of purchase requests and PPMPs prepared	Preparation and submission	Prepares purchase requests of construction supplies and materials	0	10	5	5	5	5.0	
		Number of Annual Reports prepared	Preparation of Accomplishment Reports	Gathers data and prepare the annual accomplishment report of the Center for the year 2019	0	1	5	5	4	4.7	Gathered data, prepared draft following the template, and facilitated the submission of the annual accomplishment report of the Center for CY 2019
		Number of IPCR/OPCR prepared and submitted	Preparation of IPCR and OPCR	Prepares the IPCR and OPCR	0	4	5	5	4	4.7	Prepared and facilitated the submission of the two (2) OPCR's (Jan-Jun 2019 with accomplishments and Jul-Dec 2019 target) and two (2) IPCR's (Jan-Jun 2019 with accomplishments and Jul-Dec 2019 target)
		Number of supporting documents prepared for the ISO certification	Documentation and Records management	Facilitate the documentation and records management of the Center; Prepare required documents for ISO certification of the university	0	50	5	5	5	5.0	Facilitated the documentation and records management as the deputy document records controller of the Center and prepared and submitted required documents for ISO certification of the university

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of committee involvement in the University	CET-Records Controller Committee	Member representing RERC	0	1	5	5	5	5.0	As member of the CET-RCC, suggested new records management practices, reviewed new and old records management practices together with other committee members, and implemented and maintained approved records management practices
Number of Performance Indicators Filled-up							18				
Total Over-all Rating							82.0				
Average Rating							4.824				
Adjectival Rating							Outstanding				
Comments & Recommendations for Development Purposes: <div> <div>to</div> <div> Ms. Muñoz is a very productive, hardworking, efficient, and reliable Admin. Staff. She has the potential to be an AO. I therefore recommend her to take Advance Training on Office Management, Records Management and similar Training. </div> </div>											

Evaluated and Rated By:

ROBERTO C. GUARTE
Director, RERC
Date: _____

Recommending Approval:

ROBERTO C. GUARTE
Director, RERC
Date: _____

Approved By:

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 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		60 = 5				
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

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: Susana B. Miñoza

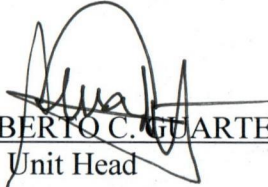
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Assist in the preparation of terminal report of research projects conducted and/or completed on schedule	2	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
2	Discussion on RE technologies available at the Center to students and guests	20	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
3	Develop IEC materials including tarpaulins, signages, and labels	5	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
4	Coordinate barangay officials and SoPA Officers and conduct monitoring and evaluation of SHS and assessment of SoPA and prepare	6	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
5	Coordinate barangay officials and Local Government Units (LGUs) and conduct monitoring and evaluation	200	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
6	Assist in the preparation of reports and presentation for the AIHR	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
7	Supervise attendance and overall activities of Job Order personnel of the Center	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
8	Prepare, facilitate, and keep track all administrative and financial transactions	90	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	

9	Supervise maintenance of academic lecture and laboratory rooms in the Center	4	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
10	Supervise maintenance of energy park and RERC grounds	975	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	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 & COACHING JOURNAL

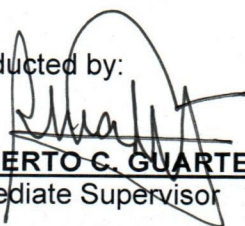
X	1 st	Q U A R T E R
X	2 nd	
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Name of Office: College of EngineeringHead of Office: Dr. Roberto C. GuarteName of Faculty/Staff: Ms. Susana Miñoza

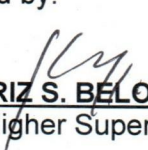
Signature: _____ Date: _____

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. 22, 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. 22, s. 2019	Notices of Meeting	• RERC Frontline services, Records Management, and 5S are efficiently and effectively implemented

Conducted by:


ROBERTO C. GUARTE
 Immediate Supervisor
cc: OVPI
ODAHRD
PRPEO

Verified by:


BEATRIZ S. BELONIAS
 Next Higher Supervisor



VISAYAS
STATE UNIVERSITY



**College of Engineering and
Technology**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: none

Email: coe@vsu.edu.ph

Website: www.vsu.edu.ph

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, CET

Conforme:


SUSANA B. MINOZA
Admin Staff, RERC