



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Susana B. Miñoza

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.416
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.916


TOTAL NUMERICAL RATING: 4.916

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.916

FINAL NUMERICAL RATING 4.916

ADJECTIVAL RATING: Outstanding

Prepared by: 
SUSANA B. MINOZA
Name of Staff

Reviewed by: 
ROBERTO C. GUARTE
Department/Office Head

Recommending Approval:

Approved:


JANNET C. BENCURE
Dean/Director


BEATRIZ S. BELONIAS
Vice President



VISAYAS
STATE UNIVERSITY



**RENEWABLE ENERGY
RESEARCH CENTER**

Visca, Baybay City, Leyte 6521-A, Philippines
Email Address: rerc@vsu.edu.ph
Website: www.vsu.edu.ph

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SUSANA B. MIÑOZA, a member of the RENEWABLE ENERGY RESEARCH CENTER of the COLLEGE OF ENGINEERING AND TECHNOLOGY commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December 2021.

SUSANA B. MIÑOZA

Administrative Aide IV

Date: December 31, 2021

Approved:

ROBERTO C. GUARTE

Director, RERC

Date: December 31, 2021

JANNET C. BENCURE

Dean, CET

Date: 17/01/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 3 . RESEARCH SERVICES										
	PI1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Facilitate the preparation of project procurement and management plan and purchase requests of supplies and materials for use on the continuous development and maintainance of the research outputs for possible utilization by industry or other beneficiaries	3	4	5	5	5	5.00	Facilitated the preparation, submission and follow-up of PPMP and PRs for the completion of four (4) research outputs for possible utilization by industry or other beneficiaries

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Assist in the completion of research outputs through preparation, drafting and submission of quarterly and mis-year accomplishment reports, providing support during procurement of supplies and materials, and preparation of final terminal report within the year	3	4	5	5	4	4.67	Assisted in the completion of four (4) research outputs (socioeconomic impact study, bioenergy study, solar evap study, ram pump study) by providing physical manpower assistance, drafting the report structure, encoding, providing data, preparation of figures and graphs, purchase of materials, etc.
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Assist in the preparation of power point materials and other documents for submission and presentation in the annual in-house review	2	4	5	5	4	4.67	Assisted in the preparation of research reports and documentation of important outputs and activities of four (4) researches for the 2021 Agency In-House Review
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Facilitate the cooperation between the RERC and the VIHS Earth Science Teachers regarding the senior high school students' familiarization of RE technologies found in the RERC and maintains this active partnership	1	1	5	5	4	4.67	Maintained communication with Earth Science Teacher though no actual visit was conducted due to COVID-19 pandemic

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	<u>PI 3</u> . Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<u>A 38</u> . Number of extension programs/projects implemented	Facilitate the activities on familiarization of RE technologies available at the Center to students and guests including providing support for the repair and maintenance of the RE technologies for sustainability of the demonstration units.	1	1	5	5	4	4.67	Supervised the maintenance of the RE Park and repair of the RE demonstration units in preparation for activities involving familiarization of RE technologies available at the Center
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	<u>PI 8</u> . 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*	<u>A 44</u> . 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 the functions as an administrative staff and deputy documents and records controller	100% compliance	100% Compliance	5	5	5	5.00	Complied all requirements as scheduled and maintained a standard filing and documentation in compliance with the function as the administrative staff as well as the deputy document and records controller of the Center
UMFO 6. General Admin. & Support Services (GASS)										
	<u>PI 2</u> . Zero percent complaint from clients served	<u>A 46</u> . Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero complaint	zero percent complaint received	5	5	5	5.00	Served clients with courtesy and efficiency; Provided immediate response to client needs and inquiries. Received No complaint from clients

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	<u>PI 3:</u> Additional Outputs	<u>A 48:</u> Other outputs implementing the new normal due to covid 19	Draft designs and other outputs related to the implementation of the new normal	10	11	5	5	5	5.00	Designed, reproduced, and posted signages and labels to remind visitors and co-employees on the proper health protocols to prevent the spread of COVID-19 in the office
		Number of documents attended and served	Prepare, facilitate, and keep track of all administrative and financial transactions in accordance with established and/or standard documentation and filing procedures	50	500	5	5	5	5.00	Prepared and facilitated all routine administrative and financial transactions such as but not limited to contract of service, payroll, and vouchers, communications, minutes of meetings, and the likes; and maintained and kept track of all documents as records controller of the Center
		Number of OPCR and IPCR prepared and submitted	Prepare, facilitate, submit and keep track of OPCR and IPCR in accordance with established and/or standard documentation and filing procedures	4	4	5	5	5	5.00	Prepared, facilitated and submitted 2 OPCR and 2 IPCRs and maintained copy on file as the dDRC of the Center
		Number of PPMP and PR prepared and submitted	Prepare, facilitate, submit and keep track of Office and project PPMPs and PRs in accordance with established and/or standard documentation and filing procedures	6	6	5	5	5	5.00	Prepared, facilitated and submitted 6 PPMPs and maintained copy on file as the dDRC of the Center

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		Number of committee meetings attended/facilitated	Attend and facilitate CET Document and Records Controller Committee meetings and prepare draft minutes of meeting; Attend CET ManCom meeting and record important updates and things to do	5	5	5	5	5	5.00	Represented RERC in committee meetings
		Number of academic lecture/laboratory rooms maintained	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance	2	2	5	5	5	5.00	Supervised the maintenance of cleanliness of the lecture/laboratory rooms and facilitated the purchase of supplies and materials
		Area of lawn maintained (sq.m, approx.)	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance	975	1161	5	5	5	5.00	Supervised the maintenance of the RERC surroundings including the RE Pak and the newly developed ram pump-supported vegetable production demonstration area and facilitate the purchase of supplies and materials
		Number of office and laboratory & office tools and equipment maintained to best condition	Monitor the cleaning and maintenance of office and laboratory tools and equipment	150	168	5	5	5	5.00	Supervised the repair and maintenance of various office and laboratory tools and equipment
		Number of video production assisted	Assist in the video production activities like planning, preparation of supplies necessary for the production, gathering of data and actual video recording	1	4	5	5	5	5.00	Assisted in four (4) video production

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		Number of Newsletter article prepared for review	Prepare articles for the RERC newsletter	3	3	4	5	5	4.67	Prepared six (3) draft articles for review
		Number of RERC Newsletter prepared for review	Prepare draft of the RERC Newsletter	1	1	5	4	4	4.33	Prepared draft of one (1) newsletter
		Number of Committee involvement	Represent RERC in committee meetings	1	1	5	5	5	5.00	As member of the CET-DRCC, 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
Total Over-all Rating									97.67	
Average Rating									4.88	
Adjectival Rating									Outstanding	
Comments & Recommendations for Development Purposes										
Ms. Miñoza is a very productive and efficient staff of RERC. She handles both administrative and financial transactions of the Center as well as research and extension-related activities. It is highly recommended for her to attend seminars/trainings on records management, stress management, work-life balance, problem solving and decision making or other related trainings.										

Evaluated and Rated By:


ROBERTO C. GUARTE

Director, RERC

Date: 31 December 2021

Recommending Approval:


JANNET C. BENCURE

Dean, College of Engineering and Technology

Date: 25/01/2022

Approved By:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/27/22

PERFORMANCE MONITORING FORM

Name 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.	Facilitate the preparation of project procurement and management plan and purchase requests of supplies and materials for use on the continuous development and maintenance of the research outputs of the three (3) researches of the Center for possible utilization by industry or other beneficiaries	3	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (4 out of 3)	Very Satisfactory	Effectively facilitated four (4) researches of the Center
2.	Assist in the completion of research outputs through preparation, drafting and submission of quarterly and mis-year accomplishment reports, providing support during procurement of supplies and materials, and preparation of final terminal report within the year	3	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (4 out of 3)	Very Satisfactory	Efficiently assisted four (4) researches of the Center
3.	Assist in the preparation of power point materials and other documents for submission and presentation in the annual in-house review for at least two (2) research outputs	2	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (4 out of 2)	Very Satisfactory	Efficiently assisted the presentation of four (4) researches of the Center
4.	Facilitate the cooperation between the RERC and the VIHS Earth Science Teachers regarding the senior high school students' familiarization of RE technologies found in the RERC and maintains this active partnership	1	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (1 of 1)	Very Satisfactory	Effectively maintained the connection between two parties
5.	Facilitate the activities on familiarization of RE technologies available at the Center to students and guests including providing	1	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (1 of 1)	Very Satisfactory	Efficiently supervised the repair and

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
	support for the repair and maintenance of the RE technologies for sustainability of the demonstration units.							maintenance of the RE Park
6.	Ensures that all the QMS core processes of the University are complied with the performance of the functions as an administrative staff and deputy documents and records controller	100% compliance	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (100% compliance)	Very Satisfactory	Efficiently functions as administrative staff and DDRC of the Center
7.	Provide customer-friendly frontline services to clients	Zero complaint	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (maintained zero percent complaint)	Very Satisfactory	Served clients with courtesy, efficiency, and quick response
8.	Draft design and other outputs related to the implementation of the new normal	10	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (11 out of 10)	Very Satisfactory	Designed, reproduced and posted signage, etc.
9.	Prepare, facilitate, and keep track of all administrative and financial transactions in accordance with established and/or standard documentation and filing process	50	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (500 out of 50)	Very Satisfactory	Efficiently handled all administrative, financial, and ISO-related documents of the Center
10.	Prepare, facilitate, submit and keep track of OPCR and IPCR in accordance with established and/or standard documentation and filing procedures	4	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (4 out of 4)	Very Satisfactory	Timely preparation and submission of OPCR and IPCR
11.	Prepare, facilitate, submit and keep track of Office and project PPMPs and PRs in	6	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (6 of 60)	Very Satisfactory	Timely preparation

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
	accordance with established and/or standard documentation and filing procedures							and submission of PPMPs
12.	Attend and facilitate CET Document and Records Controller Committee meetings and prepare draft minutes of meeting; Attend CET and RERC ManCom meeting and record important updates and produce minutes	5	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (5 of 5)	Very Satisfactory	Represented RERC in committee meetings both virtually and face-to-face
13.	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance of lecture and laboratory rooms	2	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (2 out of 2)	Very Satisfactory	Effectively monitors one (1) lecture room and one (1) laboratory room
14.	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance of the lawn	975 sq.m. lawn	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (1161 out of 975)	Very Satisfactory	Monitors 1161 sq.m. of lawn (975 sq.m. RERC lawn/RE park and 168 sq.m. newly developed ram pump-supported vegetable production demonstration farm)
15.	Monitor the cleaning and maintenance of office and laboratory tools and equipment	150	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (168 out of 150)	Very Satisfactory	Effectively monitored the cleaning and maintenance of office and

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
								laboratory tools and equipment
16.	Assist in the video production activities like planning, preparation of supplies necessary for the production, gathering of data and actual video recording	1	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (4 out of 1)	Very Satisfactory	Assisted in four (4) video production
17.	Prepare articles for the RERC newsletter	3	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (3 out of 3)	Very Satisfactory	Prepared three (3) draft articles for review
18.	Prepare draft of the RERC newsletter	1	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (1 out of 1)	Very Satisfactory	Prepared one (1) draft of newsletter for review
19.	Represent RERC in committee meetings	1	July 1, 2021	Dec. 31, 2021	Dec. 31, 2021	Impressive (1 out of 1)	Very Satisfactory	Efficiently made valuable suggestions and implemented remarkable records management practices as member of the CET-Documents and Records Controller Committee

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

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

Prepared by:


ROBERTO C. GUARTE
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: Susana B. Miñoza Position: Administrative 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				

B. Leadership & Management (<u>For supervisors only to be rated by higher supervisor</u>)	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	Not Applicable				
Average Score	5.0				

Overall recommendation

: she should be given at least one step rank of her current position for doing always excellent job

ROBERTO C. GUARTE

Printed Name and Signature
Head of Office

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No.



VISAYAS
STATE UNIVERSITY



Exhibit L
**RENEWABLE ENERGY
RESEARCH CENTER**

Visca, Baybay City, Leyte 6521-A, Philippines
Email Address: rerc@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 **Document and Records Controller** of the Renewable Energy Research Center (RERC) in support to CET's Program on International Accreditation and Certification and VSU's International Standardization.

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step

- Continual supervision of the CET Committee on Document and Records Management with Ms. Borleo as Chairman and **Ms. Miñoza** as Co-chairman and Documents and 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;
- Reorientation of all the members on the principles of 5S; and
- Reorientation of all members on documents and records management practices.

Results:

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

Prepared by:


ROBERTO C. GUARTE
Director, RERC

Conforme:


SUSANA B. MIÑOZA
Admin. Aide IV, RERC