

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: MICHELLE A. BORLEO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.773	70%	3.341
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.482
TOTAL NUMERICAL RATING			4.823 ✓ (4.831) ✓

TOTAL NUMERICAL RATING: 4.823

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.823


FINAL NUMERICAL RATING 4.823

ADJECTIVAL RATING: Outstanding

Prepared by:


MICHELLE A. BORLEO
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
Visca, Baybay City, 6521-A, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MICHELLE A. BORLEO**, Administrative Staff of the Office of the Dean-College of Engineering, 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 2018.


MICHELLE A. BORLEO
Administrative Aide IV
Date: _____


ROBERTO C. GUARTE, Dr. Agrar. Sci.
Professor and Dean
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 - June 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	<i>Best Practices/New Initiatives</i>									
		Number of student organization assisted	Provides assistance during student activities	Provides assistance during student activities	6	6	4	5	5	4.7	COE-SSC and Department Based Organizations

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan - June 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of maintained Center of Excellence (COE) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.0	Updated and maintained documents re Center of Excellence (COE)
		Number of Washington Accord accreditation prepared	Provide assistance to degree programs	Provide assistance to degree programs	2	2	5	5	4	4.7	Provide assistance to BSAE and BSCE for Washington Accord Accreditation preparation
		Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	4	4.7	Prepared documents for ISO 9001:2015 application
MFO 4	Extension Services	PI 2. Number of IEC materials/technoguides developed/used	Preparation	Prepares IEC materials during VSU Anniversary	2	2	5	5	5	5.0	College of Engineering IEC Materials
MFO 5	Support to Operations	PI 1. Number of faculty pursuing advanced research degree programs (PhD/MS) facilitated, monitored & assisted	Provide Assistance	Provide assistance to Faculty of the Department of Meteorology	4	4	5	4	5	4.7	Four (4) Faculty members of the Department of Meteorology are on Study Leave fo pursue MS degree program at UP-Diliman
		PI 5. Number of in-house seminars/trainings/ workshops/reviews conducted	Documentation, Secretariat	Assists in preparing seminars/ trainings/conventions/ workshops presentations	2	2	5	4	5	4.7	5S seminar and Records Management Seminar of the College of Engineering
		PI 6. Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Attended	Attended various university seminars/workshops	2	3	4	5	5	4.7	Seminars of ISO

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan - June 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		PI 7. Additional outputs									
		Number of Classes evaluated for Faculty Evaluation	Facilitator	Facilitated in the student evaluation for DLABS Instructors	16	24	5	5	5	5.0	Facilitated in the student evaluation for DLABS Instructors
MFO 6	General Admin. & Support Services (GASS)	PI 1. 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	4.7	Five Engineering Departments and RERC
		PI 2. No. of management meetings conducted	Spearheaded meeting with the College of Engineering Records Controller Committee	Spearheaded meeting with the College of Engineering Records Controller Committee	2	3	5	5	5	5.0	
		PI 5. 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	1500	5	5	5	5.0	
		PI 9. Number of office and laboratory equipment purchased	Documentation	Prepared purchase request	15	20	5	5	4	4.7	Prepared purchase request for office supplies and equipment, and construction supplies.

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan - June 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	4	5	4.7	
		PI 11. Additional Outputs									
		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	75	78	5	5	5	5.0	Payrolls for JO employees of COE Annex and Old Library Construction and SA
		Number of purchase request prepared for Constructions projects	Preparation	Prepares purchase requests of construction supplies and materials	10	13	5	5	4	4.7	
		Number of Temporary Clearance/Exam Permit distributed to students		Evaluated and give out student temporary clearance/exam permit	800	869	5	5	5	5.0	Final examination for the 2nd Semester SY 2017-2018 and summer
		Number of supporting documents prepared for the ISO Accreditation assisted	Documentation and Records management	Prepared the documentation and records management in the office	5	10	5	5	5	5.0	Signages, policies, quality procedures
		Number of COE management committee meetings facilitated	Prepares and facilitates	Facilitate in the conduct of COE Management committee meeting, College-Wide Meeting and College faculty meeting	6	8	5	4	5	4.7	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan - June 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		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	6	4	5	4	4.3	
		Number of committee handled	Chairman of the Records Controller Committee of the College of Engineering	Supervise and plan	1	1	5	5	4	4.7	COE Records Controller Committee
		Number of committee involvement in the University	Member	Member of the ISO Task Force and Internal Audit	2	2	5	4	5	4.7	
Number of Performance Indicators Filled-up							22				Comment → Recommendation for Development Purpose • Undergo coaching and in-house training on Records Management, 55 computer-aided processing by the Dean
Total Over-all Rating							105.000				
Average Rating							4.773				
Adjectival Rating							Outstanding				

Evaluated and Rated by:

ROBERTO C. GUARTE
College Dean
Date: _____

Recommending Approval:

ROBERTO C. GUARTE
College Dean
Date: _____

Approved:

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018
Name of Staff: Michelle A. Borleo 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						
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	84				
Average Score	4.94				

Overall recommendation : _____


ROBERTO C. GUARTE
Name of Head



Visayas State University
College of Engineering
Visca, Baybay City, 6521-A, Leyte, Philippines

Employee Development Plan

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

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

Proposed interventions to improve Performance:

Date: January 2018

Target Date: June 2018

First Step

- Creation of the COE 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

Results:

- COE Committee Records and Management created with Ms. Borleo as Chairman and the department-based Office Administrative staff as members in Support to COE's Program on International Accreditation and Certification
- Working knowledge on the 5S principles

Date: July 2018

Target Date: December 2018

Next Step:

- Preparation and implementation of the plans and programs of the COE Committee on Records Management

Outcomes:

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

Final Steps/Recommendations:

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

Prepared by:


ROBERTO C. CUARTE
Dean, COE

Conforme:


MICHELLE A. BORLEO
Admin Staff, Office of the Dean