COLLEGE OF ENGINEERING AND TECHNOLOGY
Visca, Baybay City, Leyte 6521-A, Philippines
Telephone No.: (053) 565-0600 (loc 1084)
Email Address: cet@vsu.edu.ph
Website: www.cet.vsu.edu.ph

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	4.686	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
		TOTAL NUMERICAL RATING	**4.78**

TOTAL NUMERICAL RATING: 4.78
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.78

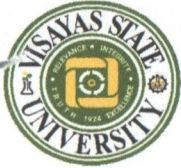FINAL NUMERICAL RATING   4.78

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

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

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No. CET. PIR23-01

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>MICHELLE A. BORLEO</u>, Administrative Aide VI 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 July-December 2022.

MICHELLE A. BORLEO
Administrative Aide VI
Date: 09 January 2023

JANNET C. BENCURE
College Dean
Date: 9 Jan 2022

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

MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Dec. 2022	Quality	Efficiency	Timeliness	Average	Remark
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 11. Additional outputs	**A 25**. 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	4	4.7	Jan-June= 2 (Provided college files to DCST and DABE for their Level IV AACCUP evaluation); 1 during the 4th IQA
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									

MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Dec. 2022	Quality	Efficiency	Timeliness	Average	Remark
	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 theQMS 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	4	4.7	Zero non-conformity during the ISO Second Surveillance Audit
		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	4	4.7	No NC and OFI during the 4th IQA
		On program accreditations								
	PI 9. Additional Outputs	Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Attended various university seminars/workshops	4	4	5	5	4	4.7	Jan-June = 3 (CET Strategic Planning; CET OPCR and IPCR Preparation; NAP Preparation); 4 (ISO Awareness Re-Orientation, Root Cause Analysis, OPCR/IPCR Accomplishments Preparation, Office Productivity Tools)
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	
	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	1	1	5	5	5	5.0	CET Online Records Keeping for Accreditation/ Certification
		A 48.Other outputs implementing the new normal due to covid 19	Disinfect CET Office and posted COVID related information	100%	100%	5	5	5	5.0	

MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplis hment as of Dec. 2022	Quality	Efficiency	Timeliness	Average	Remark
		No. of management meetings conducted	Spearheaded meeting with the College of Engineering Records Controller Committee	8	3	5	5	4	4.7	Jan-June= 5 Regular Meeting; 3 Regular Meeting for July to Dec
		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	1500	5	4	4	4.3	Office of the Dean documents and facilitated all documents from departments under the college for dean's signature
		Number of office and laboratory equipment purchased	Prepared purchase request	15	5	5	4	4	4.3	
		Number of Payrolls prepared for Job Order Personnel and Student Assistant	Prepared and review JO Payrolls and SA	8	11	5	5	4	4.7	Jan-June = 4 (2 payroll for SA, 1 for JO and 1 for Labor Pakyaw; 11 JO Payroll for Jul-Dec
		Number of CET management committee meetings facilitated	Facilitate in the conduct of CET Management committee meeting, College-Wide Meeting and College faculty meeting	8	4	5	4	4	4.3	Jan-June=6 (ManCom meetings and College Committee Meetings); 4 for Jul-Dec
		Number of OPCR and IPCR prepared and finalized	Prepares the OPCR of the College and review departments' OPCRs; Finalize IPCR of the administrative staff under the office of the dean	6	6	5	5	4	4.7	
		Number of committee handled	Supervise and plan	1	1	5	5	4	4.7	CET-DRCC

MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Dec. 2022	Quality	Efficiency	Timeliness	Average	Remark
		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	12	5	4	5	4.7	Jan-June= 13 (PPMP and PR for 2022 STF and Supplemental GF); Jul to Dec (3 PPMP and PR for T-W, 1 PPMP for GF and 5 PR)
		Number of office tools and equipment maintained	Clean and maintain office tools and equipment	5	5	5	5	4	4.7	
		Number of College Memorandum and Outgoing Communication	Prepared and drafted college memorandum and outgoing communications		55	5	5	5	5.0	

Number of Performance Indicators Filled-up	17
Total Over-all Rating	79.667
Average Rating	4.686
Adjectival Rating	Outstanding

Comments & Recommendations for Development Purpose:

Keep up the excellent work!
In terms of development, I recommend Ms. Borko to attend trainings/workshops advanced topics on office productivity tools & other relevant trainings.

Evaluated and Rated by:	Recommending Approval:	Approved:
JANNET C. BENCURE	**JANNET C. BENCURE**	**BEATRIZ S. BELONIAS, Ph.D.**
College Dean	College Dean	Vice Pres. for Academic Affairs
Date: 9 Jan. 2023	Date: 9 Jan. 2023	Date: _____

Exhibit I

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/ Recommen- dation
1.	Ensures that the implementation of QMS core processes of the University is compliant to ISO 9001:2015	100% Compliant	July 1, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	
2.	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	July 1, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	
3.	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% Compliant	July 1, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	
4.	Disinfect CET Office and posted COVID related information	1	July 1, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	
5.	Spearheads meeting with the College of Engineering Records Controller Committee	4	July 1, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	
6.	Prepares administrative and financial matter of the college. And facilitated in the signing of documents to the Dean	1000	July 1, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	
7.	Prepares purchase request	15	July 1, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	
8.	Prepares and review JO Payrolls and SA	10	July 1, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	

Exhibit I

			July 1, 2022					
9.	Facilitates in the conduct of CET Management committee meeting, College-Wide Meeting and College faculty meeting	8	July 1, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	
10.	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, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	
11.	Supervise and plan for the CET Document and Records Committee	1	July 1, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	
12.	Prepares, facilitates, submit and keep track of Office of the Dean PPMPs and PRs in accordance with established and/or standard documentation and filing process	6	July 1, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	
13.	Maintain the cleanliness of office tools and equipment	5	July 1, 2022	December 29, 2022	December 29, 2022	Impressive	Very Satisfactory	
14.	Prepare and draft college memorandum ang outgoing communication	55	July 1, 2022	December 29, 2022	December 29, 2022	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

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VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July to December 2022</u>
Name of Staff: <u>MICHELLE A. BORLEO</u>   Position: <u>Adm. Aide VI</u>

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				

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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	5.0				

Overall recommendation : Excellent work performance.

JANNET C. BENCURE
Printed Name and Signature
Head of Office

Exhibit L

Employee Development Plan

Name of Employee: **Ms. Michelle A. Borleo**
Performance Rating: **4.895 (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 2022   **Target Date**: June 2022

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 2022   **Target Date**: December 2022

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

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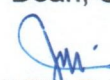- Well organized and managed CET Records following the 5S principles

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:

JANNET C. BENCURE
Dean, CET

Conforme:

MICHELLE A. BORLEO
Admin. Aide VI