



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Cruz, Antonette S.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.82


FINAL NUMERICAL RATING 4.82

ADJECTIVAL RATING: Outstanding

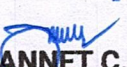
Prepared by:


ANTONETTE S. CRUZ
Name of Staff

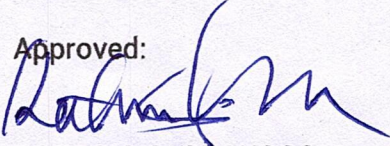
Reviewed by:


VIC ANGELO L. IMPAS
Department Head

Recommending Approval:


JANNET C. BENCURE
College Dean

Approved:


ROTACIO S. GRAVOSO
Vice President, Academic Affairs





VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**MECHANICAL
ENGINEERING**

"Exhibit B"

Individual Performance Commitment and Review Form (IPCR)

I, Antonette S. Cruz, of the Department of Mechanical Engineering commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of January to June 2024.

ANTONETTE S. CRUZ

Ratee

Date: July 8, 2024

Approved:

VIC ANGELO L. IMPAS

Head, DME

Date: July 9, 2024

JANNET C. BENCURE

College Dean

Date: July 11, 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishmen	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams	To monitor and document licesure examination result	60%	92%	5	5	5	5.00	Feb. 2024: 23/25
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	To prepare required documents that will serve as proof/evidence per CMO requirements	100%	100%	5	5	5	5.00	waiting for CHED on-site visit
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	To provide support to RQAT compliance for BSME Program	100%	100%	4	5	5	4.67	complied with CHED requirements
	PI 4. Percentage of undergraduate programs with accreditations	To maintain documents related to accreditation	100%	100%	5	4	5	4.67	BSME-AACCUP Level I Accredited
UMFO 5. Support to Operations									
	OVPI MFO 1. Faculty Development Services								
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	To facilitate and assist the application of Engr. Castil for study leave	1	1	5	5	5	5.00	Assisted Engr. Castil on PhD graduate program


	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	To facilitate and assist the application of Engr. Merafuentes and Engr. Durotan for study leave	2	2	5	5	5	5.00	Assisted Engr. Durotan and Engr. Merafuentes on MS graduate program
	PI 1.2: Number of faculty who finished advanced degree program on time								
	PI 2: Number of faculty granted with external scholarships	To facilitate and assist the application of Engr. Castil and Engr. Merafuentes for study leave	2	2	4	5	5	4.67	Engr. Castil and Engr. Merafuentes with external scholarships
	PI 3: Number of faculty granted with internal fellowship grants								
	PI 5: Number of faculty sent for trainings, seminars, conferences	To facilitate and assist faculty recommended for trainings/ seminars/ workshops	4	8	5	5	4	4.67	assisted 8 faculty training recommendations
	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*	To abide by the ISO 9001:2015 clauses and the VSU QMS	80%	100%	5	5	5	5.00	no NC and OFI pending
	OVPI MFO 6. General Administration and Support Services								
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	To submit PPMP	1	1	5	5	4	4.67	PPMP charged to General Fund
	PI 2. Zero percent complaint from clients served	To assist clients during office hours	100%	100%	5	5	5	5.00	No complaint received
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	To assist the department head in the conduct of planning sessions and/or related activity	2	1	5	5	5	5.00	assisted during planning and tracking of targets
	PI 5. Number of monthly/special faculty & staff meetings conducted**	To prepare notice, attendance sheets and minutes of meeting	6	5	5	5	5	5.00	assisted during department meetings as secretary
	PI 6. ADDITIONAL OUPUTS								

	Number of administrative documents acted	To prepare and facilitate office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS	200	833	5	5	5	5.00	Communication- 128 Certification- 35 Accomplishment Report- 17 OJT MOA- 7 Grades- 119 Grade Completion- 359 Clearance- 27 OJT- 24 ME Project- 11 Class Roster- 43 Class Permit- 31 IFW- 9 TOS- 23
Total Over-all Rating								68.33	


Average Rating (Total Over-all rating divided by 4)		4.88
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.88
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:
Attend related trainings/seminars for skills development.

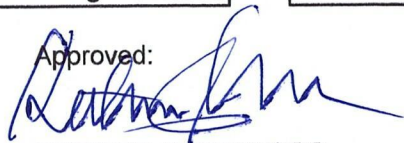
Evaluated & Rated by:


VIC ANGELO L. IMPAS
 Department Head
 Date: July 9, 2024

Recommending Approval:


JANNET C. BENCURE
 College Dean
 Date: July 11, 2024

Approved:


ROTACIO S. GRAVOSO
 Vice President, Academic Affairs
 Date: July 30, 2024

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average



"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

x	1 st	Q U A R T E R
x	2 nd	
	3 rd	
	4 th	

Name of Office: Department of Mechanical Engineering

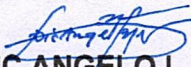
Head of Office: Engr. Vic Angelo L. Impas

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
I. Monitoring					
Submission of printed copy of grade sheets for 1 st semester AY 2023-2024	None	Agenda for DME Regular Meeting dated January 11, 2024	None	None	All faculty in-charge were able to submit grade sheets for the 1 st Sem of AY 2023-2024
Preparation for the AACCUP Level II Accreditation	None	Agenda for DME Regular Meeting dated January 11, 2024	None	None	Area in-charge gives updates on their preparation of documents
Submission of syllabus in all courses	None	Agenda for DME Regular Meeting dated January 11, 2024	None	None	All faculty were able to submit syllabus on the courses assigned to them
Assigning of teaching load for 2 nd Sem AY 2023-2024	None	Agenda for DME Regular Meeting dated January 11, 2024	None	None	All faculty were assigned with teaching load for preparation of syllabus
Preparation for the Hard hatting Ceremony	None	Agenda for DME Regular Meeting dated May 6, 2024	None	None	All faculty were assigned with specific area task for the preparation of the event.
Conduct of TPES per faculty per courses	None	Agenda for DME Regular meeting dated May 2024	None	None	All faculty were able to conduct TPES
Conduct of CQI every end of semester	None	Agenda for DME Regular Meeting dated May 8, 2023	None	None	All faculty were required to conduct CQI
Coaching					
Attendance to training, conference and seminars					All faculty and staff were recommended to attend training for development


Completion of MS degree					Faculty are encouraged to finish their degree as soon as possible
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


VIC ANGELO L. IMPAS
 Immediate Supervisor

Noted by:


JANNET C. BENCURE
 Next Higher Supervisor



TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURA- TION	TASK STATUS			REMARKS
				Jan - Apr 2024	May - Aug 2024	Sept - Dec 2024	
MFO 2. Higher Education Services							
PI 1: Total FTE Monitored	Monitor FTE for 2 nd sem 2023-2024 and 1 st sem 2024-2025	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		60% completed
PI 3: Average percentage passing in licensure exam	Monitor students taking licensure exam	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accomplished beyond target (92%)
PI 4: Number of graduates in mandated programs graduated within the prescribed period	Monitor graduating BSME students	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		No official list of graduates yet
PI 7: Number of academe/industry linkages established	Establish linkages to the industry	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		15 companies
PI 8: Number of students advised	Advise on thesis/field practice/special problem and on consultation	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 9: Number of student organizations advised/ assisted	Advise/assist PSME VSU SU student organization	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 10: Number of instructional materials developed/revised	Prepare online courseware, materials and tools	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 12: Percentage of first-time licensure exam takers that pass the licensure exams	Monitor the performance of students taking the exam	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accomplished beyond target (92%)
PI 13: Percentage of graduates (2 years prior) that are employed	Conduct BSME graduate tracer study	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Only 10 out of 22 responses yet
PI 14: Percentage of undergraduate students enrolled in CHED-identified and RDC-identified priority programs	Comply with CHED-RQAT requirements for the BSME program	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		For on-site visit
PI 15: Percentage of undergraduate programs with accreditation	Accredited with AACCUP Level I	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Subjected to AACCUP Level II
PI 20: Number of	Submit application	Dept. Head	Jan.-		On-		Waiting for

programs applying for COPC	for COCP	& Faculty	Dec. 2024		going		on-site visit by CHED
PI 21: Percentage of faculty rated at least VS by supervisor	Conduct class observation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			All faculty were rated with at least VS
PI 22: Percentage of courses offered with approved course syllabi	Prepare syllabus for all courses offered	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			All courses has an approved syllabus
PI 24: Percentage of courses offered with final grades submitted within the allowable period	Submit grades on or before the deadline	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			All faculty were able to submit grades on time
PI 25: Percentage of IFWs submitted to OVPA on time	Submit IFW to OVPA on time	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			All faculty were able to submit IFW
PI 29: Number of OJT MOUs prepared	Prepare and submit MOA for OJT	Dept. Head & Faculty	Jan.-Dec. 2024	On-going			DIPC facilitated signing of MOA
PI 30: Number of student interns deployed and monitored	Monitor students for OJT	Dept. Head & Faculty	Jan.-Dec. 2024	On-going			Continual monitoring
MFO 3. Research Services							
PI 1: Number of published papers in internationally indexed journals	Publish papers in internationally indexed journals	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 2: Number of research outputs presented in regional/ national/ int'l fora/ conferences	Present research outputs in national and international fora/conference	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 4: Number of research proposals submitted/endorsed for funding	Submit research proposal with funding	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
MFO 4. Extension Services							
PI 2: Number of training conducted	Conduct extension activities	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 4: Number of beneficiaries	At least one (1) group with 25 individuals	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 5: Number of technical/expert services	Act as research mentor, resource person	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 7: Number of extension proposal submitted	Submit extension proposal	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
MFO 5. Support to Operations							
PI 1: Number of faculty pursuing advanced research degree programs facilitated, monitored and assisted	Faculty are pursuing graduate studies	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		On-going monitoring of Engr. Castil, Engr. Merafuentes and Engr. Durotan
PI 2: Number of faculty granted with external scholarships	Faculty was approved for external	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Engr. Castil and Engr. Merafuentes

	scholarship						has external scholarships
PI 3: Number of faculty granted with internal fellowship grants	Faculty availed for university grant	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Engr. Durotan availed fellowship grant
PI 5: Number of faculty sent for training, seminars, conferences	Recommend faculty to attend training	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		9 faculty were recommended and approved for training
PI 8: Number of faculty recruited/ hired based on needed competencies and aligned with ISO standards	Hire two (2) new faculty	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Has requested for posting of faculty
PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Faculty are rated with VS/O	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		All faculty were rated at least VS
PI 6: Number of in-house seminars/ training/ workshops/ reviews conducted/ attended	Conduct/ attend in-house training	Dept. Head & Faculty	Jan.-Dec. 2024		Completed		Attended CQI workshop by CET
PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	AACCUP Level I accredited	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			BSME is AACCUP Level I accredited
PI 4: Number of activities organized/ attended/ assisted/ participated/ facilitated	Attend activities in relation to program accreditation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Attended the AACCUP program accreditation workshop
PI 5: 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	Comply 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	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		No NC and OFI pending
MFO 6. General Admin & Support Services							
PI 1. Zero percent complaint from clients served	Zero percent complaint from clients served	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		No complaint received
PI 2: Submission of College/ Department PPMP for the following year within deadline as prescribed by BAC*	Submit PPMP	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Submitted under general fund
PI 3. Number of coaching sessions	Conduct coaching among faculty and	Dept. Head & Faculty	Jan.-Dec.		On-going		

among faculty & staff	staff		2024				
PI 4: Number of planning sessions, tracking and monitoring of targets	Conduct planning sessions	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Conducted planning and monitoring during meetings
PI 5: Number of monthly/special faculty & staff meetings conducted	Conduct department monthly/ special meeting	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Conducted 5 regular meetings
PI 8: Number of departments/ institutes/ offices supervised	Supervise the DME office	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		DME is supervised by designated head
PI 9: Number of routinary documents acted	Provide assistance in processing of documents	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		833 documents acted (417% accomplished versus target)
PI 10: Number of committee meetings conducted	Conduct committee meetings	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be arranged by committees
PI 12: Number of memoranda prepared	Prepare memoranda	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Prepared by department head as needed
PI 13: Percentage of faculty and staff submitted a DTR every month	Submit DTR every month	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		8 out of 9 faculty and staff complied
PI 15: Percentage of action plans implemented and monitored as scheduled	Implement and monitor action plans	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Continual monitoring of targets
PI 16: Percentage of monthly accomplishment report submitted on time	Submit accomplishment report	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Department head submits monthly accomplishment (100%)

Prepared by:


VIC ANGELO L. IMPAS
 Department Head



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF MECHANICAL
ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES
Telefax: (053) 565-0600 local 1029
Email: dme@vsu.edu.ph
Website: www.vsu.edu.ph

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Antonette S. Cruz**

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	Monitor and document licensure exams result	60%	Jan. 2024	Dec. 2024	Feb. 2024	Very impressive	Outstanding	Feb. 2024: 92%
2	Prepare required documents that will serve as proof/evidence per CMO requirements	100%	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Very satisfactory	Continual preparation of documents
3	Provide support to RQAT compliance for BSME Program	100%	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	Provided support for the RQAT compliance
4	Maintain documents related to accreditation	100%	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	AACCUP Level I Accredited effective until April 2024
5	Facilitate and assist the application of Engr. Castil for study leave	1	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	Assisted Engr. Castil on study leave
6	Facilitate and assist the application of Engr. Merafuentes and Engr. Durotan for study leave	2	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	Assisted Engr. Durotan and Engr. Merafuentes on study leave
7	To facilitate and assist the application of Engr. Castil and Engr. Merafuentes for study leave	2	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	Assisted Engr. Castil and Engr. Merafuentes
8	Facilitate and assist faculty recommended for training/ seminars/ workshops	4	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	assisted 8 faculty training recommendations
9	Abide by the ISO 9001:2015 clauses and the VSU QMS	80%	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	No NC and OFI pending
10	Submit PPMP	1	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	Submitted PPMP charged to General Fund
11	To assist clients during office hours	100%	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	No complaint filed

12	Assist the department head in the conduct of planning sessions and/related activity	2	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	Assisted during planning and tracking of targets
13	Prepare notice, attendance sheets and minutes of meeting	6	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	5 department regular meetings
14	Prepare and process office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS, et. al	200	Jan. 2024	Dec. 2024	Dec. 2024	Very impressive	Outstanding	833 routinary documents

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

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

Prepared by:


VIC ANGELO L. IMPAS
 Department Head



Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Antonette S. Cruz**
Performance Rating: **Outstanding**

Aim: To be an effective implementer of the ISO 9001:2015 Quality procedures and assist in the implementation of the new OBEdized four (4) year BSME degree program as provided in the new CMO 97, s. of 2017.

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: December 2024

First Step:

- Monitoring and coaching on the implementation of ISO 9001:2015 quality procedures
- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSME curriculum as provided for in CMO 97, s. 2017 will be given.

Results:

- Ms. Cruz was able to monitor the compliance of Outcomes-Based Teaching and Learning (OBTL) Syllabi for the second semester SY 2023-2024
- She was able to perform her duties and responsibilities as staff of the Department of Mechanical Engineering particularly in the implementation of ISO Quality Procedures.

Next Step:

- Continued monitoring and coaching on her duties and responsibilities in the department

Outcomes:

- Program compliance to CMO No. 97, series of 2017
- Consistent implementation of ISO Quality Procedures applicable to the department

Final Steps / Recommendations:

- Ms. Cruz will be continuously recommended for training and seminars to strengthen her competencies and qualifications.

Prepared by:


RONARD G. PAÑA
Unit Head

Conforme:


ANTONETTE S. CRUZ
Name of Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2024

Name of Staff: CRUZ, ANTONETTE S. Position: ADMINISTRATIVE 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 (<i>both for subordinates and supervisors</i>)		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		56				
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		4.67				
Overall recommendation: Attend training/seminars related to the position for further development.						


VIC ANGELO L. IMPAS
 Immediate Supervisor