



Computation of Final Individual Rating for Administrative Staff

Annex P

Name of Administrative Staff: **ANTONETTE S. CRUZ**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	70%	3.18
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.59 4.58	30%	4.38 1.37
Total Numerical Rating			4.56 4.55

TOTAL NUMERICAL RATING: 4.56
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.56

FINAL NUMERICAL RATING 4.56

ADJECTIVAL RATING: Outstanding

Prepared by:

ANTONETTE S. CRUZ
Admin. Aide IV, DME

Reviewed by:

JUNDY R. CASTIL
Department Head

Recommending Approval:

ROBERTO C. QUARTE
College Dean, CET

Approved:

BEATRIZ S. BELONIAS
Vice President, Instruction

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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STATE UNIVERSITY



College of Engineering and Technology
Department of Mechanical Engineering
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"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 December, 2019.

ANTONETTE S. CRUZ
Ratee

Approved: **JUNDY R. CASTIL**
Head, DME

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Monitor the actual FTE served by each faculty and the department	106	190.95	5	5	5	5.00	DH-11, TLS-135.4, PT-44.55
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Prepare necessary documents that will serve as proof/evidence per CMO requirements	100%	100%	4	4	5	4.33	Complied to RQAT requirements
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies	Track graduates whereabouts related to their employment or other related endeavors	85%	100%	4	4	4	4.00	all graduates are employed
UMFO 5. Support to Operations									
	OVPI MFO 2. Faculty Recruiting/Hiring Services								
	PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM	Draft communication requesting for additional manpower; Facilitate in posting job vacancy, interview and teaching demonstration and final recommendation of the new hire	1	1	5	5	5	5.00	Hired effective January 2019 Engr. Vic Angelo L Impas
	OVPI MFO 6. General Administration and Support Services								
	PI 1. Number of Risk Assessment/Review conducted	Participate in the College Risk Assessment/Review	1	1	4	4	4	4.00	
	PI 2. Number of risks identified	Consolidated the risks identified	8	8	4	4	4	4.00	
	PI 6. ADDITIONAL OUPUTS								

	Number of administrative documents acted	Prepare and process office requests, recommendations, contracts and reports; faculty workload; Daily Time Record and Application for Leave; Travel Order; cash advance, reimbursement and liquidation; finance related documents such as budget allocation, PPMP, PR, RIS, payroll among other related documents	600	680	5	5	5	5.00	per DME Log Book
	Number of faculty evaluation conducted and results submitted	Facilitate in the Teaching Performance Evaluation by students	20	23	5	5	5	5.00	per DME Log Book
Total Over-all Rating								36.33	

Average Rating (Total Over-all rating divided by 4)		4.54
Additional Points:		
Approved additional points (with copy of approval)		XX
FINAL RATING		4.54
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development
Purpose: Encourage to efficiently establish a good database from the Collegewide coding of documents for ISO certification and future accreditation purposes.

Evaluated & Rated by:

JUNDY R. CASTIL

Department Head

Date: _____

Recommending Approval:

ROBERTO C. GUARTE

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice President, Instruction

Date: _____

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



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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 the actual FTE served by each faculty and the department	106	Jan. 3, 2019	March 15, 2019	March 8, 2019	impressive	Very satisfactory	
2	Prepare necessary documents that will serve as proof/evidence per CMO requirements	100%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
3	Track graduates' whereabouts related to their employment or other related endeavors	85%	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	
4	Draft communication requesting for additional manpower; Facilitate in posting job vacancy, interview and teaching demonstration and final recommendation of the new hire	1	Jan. 3, 2019	March 15, 2019	March 8, 2019	impressive	Very satisfactory	
5	Participate in the College Risk Assessment/Review	1	Jan. 3, 2019	March 15, 2019	March 8, 2019	impressive	Very satisfactory	
6	Consolidated the risks identified	8	Jan. 3, 2019	March 15, 2019	March 8, 2019	impressive	Very satisfactory	
7	Prepare and process office requests, recommendations, contracts and reports; faculty workload; Daily Time Record and Application for Leave; Travel Order; cash advance,	600	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	

	reimbursement and liquidation; finance related documents such as budget allocation, PPMP, PR, RIS, payroll among other related documents							
8	Facilitate in the Teaching Performance Evaluation by students	20	Jan. 3, 2019	June 28, 2019	June 28, 2019	impressive	Very satisfactory	

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

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

Prepared by:

JUNDY R. CASTIL
Head, DME

Instrument for Performance Effectiveness of Administrative StaffRating Period: **January to June 2019**Name of Staff: **Antonette S. Cruz**Position: **Administrative Aide IV**

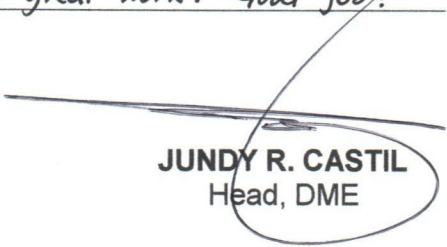
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	55				

B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)		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		4.58				

Overall recommendation : Keep up the great work! Good job!


JUNDY R. CASTIL
Head, DME



"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: **Dept. of Mechanical Engineering**

Head of Office: **Engr. Jundy R. Castil**

Name of Faculty/Staff: **Mrs. Antonette S. Cruz** Signature: _____ Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans		Regular monthly meeting was agreed by the group to ensure policies are strictly followed, activities are monitored and requirements are complied.			
Coaching Discuss ways to improve the execution of assigned tasks	With the upcoming certifications and accreditations, Mrs. Cruz is asked to ensure all documents are in order and coded according to the COE standards. All necessary documents must be complied immediately.				

Note: Please indicate the date in the appropriate box when the monitoring was conducted..

Conducted by:

JUNDY R. CASTIL
Immediate Supervisor

cc: OVPI
ODAHRD
PRPEO

Verified by:

ROBERTO C. QUARTE
Next Higher Supervisor



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Exhibit L

Employee Development Plan

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

Performance Rating: **Outstanding**

Aim:

To improve the areas related to Ms. Cruz's function as an administrative aide especially on being a frontline of the department.

Proposed Interventions to Improve Performance, Competence and Qualification to assume higher responsibilities:

Date: January 2019

Target Date: June 2019

First step:

Ms. Cruz is encouraged to attend various seminars, trainings and workshops hosted by the university to help improve her performance as a frontline and deliver what is expected of her as an administrative aide.

Result:

Ms. Cruz has attended ISO reorientation conducted by the College of Engineering and Technology, and other related activities conducted by the university.

Date: July 2019

Target Date: December 2019

Next Step:

Ms. Cruz is tasked to continue the delivery of administrative services needed in the performance of the functions of the department in instruction, research, extension and community development.

Outcomes:

Act as Document and Records Controller (DRC) of the department and assume its corresponding responsibilities.

Final Steps/Recommendation:

Ensure that all assigned tasks are implemented and acted accordingly.

Prepared by:

JUNDY R. CASTIL
Department Head

Conforme:

ANTONETTE S. CRUZ
Administrative Aide IV