



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	4.97	70%	3.479
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
TOTAL NUMERICAL RATING			4.979

TOTAL NUMERICAL RATING: 4.979

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.979

FINAL NUMERICAL RATING 4.979

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:



SUSANA B. MIÑOZA
Name of Staff


ELIZABETH S. QUEVEDO
Department/Office Head

Recommending Approval:



MA. THERESA P. LORETO
Dean, CAS


Approved:



BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **SUSANA B. MIÑOZA**, a member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to deliver and agree to be rated on the attainment of the following ^{accomplishments} ~~targets~~ in accordance with the indicated measures for the period July-December 2023.


SUSANA B. MINOZA
 Administrative Aide IV
 Date: 12/29/23

Approved:

ELIZABETH S. QUEVEDO
 Head, DoPAC
 Date: 1/5/24


MA. THERESA P. LORETO
 Dean, CAS
 Date: JAN 16 2024

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 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							

	PI 11. Additional outputs	A 27. Other outputs Number of faculty members whose FTE was calculated	Calculate faculty member's FTE		12	5	5	5	5.00	Compute FTE of DoPAC faculty members
UMFO 3 . RESEARCH SERVICES										
	PI 1. 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	3	5	5	5	5.00	Accomplished in Jan-Jun. Facilitated the processing of PPMP, etc.
	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 mid-year accomplishment reports, providing support during procurement of supplies and materials, and preparation of final terminal report within the year							
	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 presentation and other outputs as necessary	3	3	5	5	5	5.00	Accomplished in Jan-Jun
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 and facilitate new partnership endeavor of the Center	4	5	5	5	5	5.00	Coordinated with 4 stakeholders (Jan-Jun); Facilitated the cooperation and conducting training-workshop with BuCor (Aug-Dec)
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Facilitate the activities on familiarization of RE technologies available at the RE Park to students and guests. Provide assistance in the repair and maintenance of the RE technologies.	1	2	5	5	5	5.00	Supervised the maintenance of the RE Park and repair of the RE demonstration units (Jan-Jun); Facilitated the extension activities in BuCor (Aug)

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
	PI 11. Additional outputs *	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
	PI 11. Additional outputs *	A 43. Other outputs Number of RES Monitored	Conduct monitoring and evaluation of renewable energy systems (RES)		124	5	5	5	5.00	Conducted monitoring and evaluation of solar home systems in San Pedro and San Pablo islands in Hinunangan, Southern Leyte (124 RES monitored, April)
UMFO 5. SUPPORT TO OPERATIONS										
	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*	A 44. 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%	100%	5	5	5	5.00	100% compliance of all requirements and maintained a standard filing and documentation as an administrative staff and ddrc of RERC (Jan-Jun) and DoPAC (Jul-Dec)
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation and certification tools	100%	100%	5	5	5	5.00	Assisted in the preparation of documents required during BSChem Evaluation, MSCHEM Evaluation, PQA Certification, THE Impact Ranking, AACUP Accreditation of BSMet, BSEd, etc.
		On institutional certifications	Prepares all required documents for the VSU's ISO Re-certification, surveillance audits, and internal quality audits, Philippine Quality Awards (PQA) Certifications, etc.	20	20	5	5	5	5.00	Maintained at least 20 documents for the ISO recertifications and other forms of audit

		On institutional accreditations	Prepares all required documents for the VSU's ISO Re-accreditation, surveillance audits, and internal quality audits	20	50	5	5	5	5.00	maintained at least 20 documents for the 2nd surveillance audit for the period Jan-Jun and 30 documents for 5th IQA
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 complain t	100%	5	5	5	5.00	Served clients with courtesy and efficiency; Provided immediate response to client needs and inquiries. Received No complaint from clients
	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							
	PI 3: Additional Outputs	A 48. Percentage of OFIs, NCs, and CARs attended	Receive the RERC/DoPAC OFIs, NCs, and CARs. Facilitate the formulation of corrective actions and action plans. Remind the head of office from time-to-time to ensure the on-time submission and completion. Follow-up the status of the corrective actions and action plans for further appropriate actions of the office.	100%	100%	5	5	5	5.00	Received the RERC/DoPAC OFIs, NCs, and CARs. Facilitated the formulation of corrective actions and action plans. Reminded the head of office from time-to-time to ensure the on-time submission and completion. Followed-up the status of the corrective actions and action plans for further appropriate actions of the office.

		A 49 . <i>Percentage of planning and monitoring documents attended</i>	Prepare, facilitate, and keep track of OTP, SWOT Matrix, Risk Assessment, Physical Accomplishment of Operation, Quarterly, Mid-year and Annual Reports, IPCR, OPCR and other monitoring reports required by the institution for completion and submission	100%	100%	5	5	5	5.00	Received the RERC/DoPAC OFIs, NCs, and CARs. Facilitated the formulation of corrective actions and action plans. Reminded the head of office from time-to-time to ensure the on-time submission and completion. Followed-up the status of the corrective actions and action plans for further appropriate actions of the office.
		A 50 . <i>Percentage of Procedure Manual (PM), Guidelines (GL) and Forms (FM) updated to the latest version</i>	Ensure that all PMs, GLs, and FMs on file are updated and ready for use	100%	100%	5	5	5	5.00	All PMs, GLs and FMs are updated and ready for use
		<i>Number of documents attended and served</i>	Prepare, facilitate, and keep track of all administrative and financial transactions including preparation and submission of PPMP and PR in accordance with established and/or standard documentation and filing procedures	500	600	5	5	5	5.00	Prepared and facilitated all routine administrative and financial transactions such as but not limited to contract of service, payrolls, and vouchers, communications, minutes and notice of meetings, travel documents and the likes; and maintained and kept track of all documents as records controller of RERC and DoPAC.


		<i>Number of Committee involvement and other designated positions</i>	Perform all the responsibilities stipulated in the appointment	1	4	5	5	5	5.00	Efficiently and effectively performed all the duties and responsibilities as a deputy document and records controller (dDRC), as core dDRC, as deputy risk manager (dRM), as co-chairman of CET Document and Records Controller Committee (CDRCC), member of the PQA Task Force, member of the THE Impact Ranking under SDG 7 task force,
		<i>Number of committee meetings attended/facilitated</i>	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	Attended CDRC committee meetings, Core dDRC meetings, dRM meetings,
		<i>Number of academic lecture/laboratory rooms maintained</i>	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 in RERC and supplies of DoPAC

		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	1,161	1161	5	5	5	5.00	Supervised the maintenance of the RERC surroundings including the RE Park and the newly developed ram pump-supported vegetable production demonstration area and facilitate the purchase of supplies and materials and purchase of cleaning tools and other supplies of DoPAC
		Number of office and laboratory & office tools and equipment maintained to best condition	Monitor the status of the various office and laboratory tools and equipment and propose appropriate actions as need arises	193	193	5	5	5	5.00	Supervised the repair and maintenance of various office and laboratory tools and equipment of RERC and furnitures of DoPAC
		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	2	1	4	4	5	4.33	Facilitated the production of 1 promotional video (Jan Jun) only
Total Over-all Rating									109.33	

Average Rating		4.97
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purposes
Attend seminars/trainings related to current job.

Evaluated and Rated By:


ELIZABETH S. QUEVEDO

Head, DoPAC

Date: 1/5/24

Recommending Approval:


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JAN 16 2024

Approved By:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/17/24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: SUSANA B. MIÑOZA

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	1) Ensures that a) all documents/papers are prepared using the prescribed, appropriate and updated ISO forms; b) submission of all documents/papers to respective offices are well-organized, on time and traceable c) the front desk services are customer-friendly 2) Attendance to relevant administrative work-related seminar/ training-workshop				July, 2023
Coaching	Orientation on the different required academic-related documents to be prepared and submitted to respective offices				

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

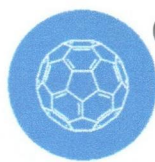
Conducted by:


ELIZABETH S. QUEVEDO
Immediate Supervisor

Noted:



MA. THERESA P. LORETO
Next Higher Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July-December, 2023**

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 (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		N/A				
Average Score		5				

Overall recommendation : Should regularly attend training/workshop/seminar related to continuous quality improvement/Professional Development



ELIZABETH S. QUEVEDO
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SUSANA B. MIÑOZA

Performance Rating: Outstanding

Aim: Aspire to maintain an outstanding Administrative Staff rating

Proposed Interventions to Improve Performance:

Date: January, 2024

Target Date: June, 2024

First Step:

Regular attendance to administrative-related seminar/training /workshop

Results:

Date: _____


Target Date: _____

Next Step:


Outcome: _____

Final Step/Recommendation:

Prepared by:


ELIZABETH S. QUEVEDO
Unit Head

Conforme:


SUSANA B. MIÑOZA
Name of Ratee Faculty/Staff