

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.72

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: Outstanding

Prepared by:

ANTONETTE S. CRUZ
Name of Staff

Reviewed by:

JUNDY R. CASTIL
Department Head

Recommending Approval:

ROBERTO C. GUARTE
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs



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**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 July to December 2020.

ANTONETTE S. CRUZ

Ratee

Date:

Approved:

JUNDY R. CASTIL

Head, DME

Date:

ROBERTO C. GUARTE

College Dean

Date:

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	114	180.7	5	5	4	4.67	Total FTE computed for 1st Semester SY 2020-2021
	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%	5	5	4	4.67	CMO compliant
UMFO 5. Support to Operations									
	OVPI MFO 6. General Administration and Support Services								
	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	400	640	5	5	5	5.00	per logbook
Total Over-all Rating								14.33	

Average Rating (Total Over-all rating divided by 4)		4.78
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.78
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose: Practice and observe strict implementation of ISO Quality Procedures and Processes.

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	111	July 2020	December 2020	December 2020	very impressive	Outstanding	Computed for 1 st Semester SY 2020-2021 total FTE of 180.70
2	Prepare necessary documents that will serve as proof/evidence per CMO requirements	100%	July 2020	December 2020	December 2020	impressive	very satisfactory	In progress for CMO compliance
3	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	400	July 2020	December 2020	December 2020	very impressive	Outstanding	Processes a total of 640 documents per log book

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

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

Prepared by:

JUNDY R. CASTIL
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

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 (<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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
	55				
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	4.58				

Overall recommendation :

Keep up the good work!

JUNDY R. CASTIL
Printed Name and Signature
Head of Office



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"Exhibit G"

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Mechanical Engineering

Head of Office: Engr. Jundy R. Castil

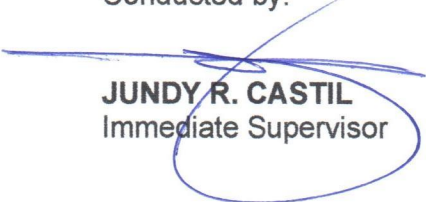
Name of Faculty/Staff: Ms. Antonette S. Cruz Signature: _____ Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
I. Monitoring					
Monitoring on the Implementation of the Faculty Development Plan (FDP)	N/A	The FDP was presented during the meeting showing the updates and status of each faculty	N/A	<ul style="list-style-type: none">• Notice of Meeting dated July 7, 2020• Notice of Meeting dated December 3, 2020	Prepared and filed the notice and minutes of meeting for documentation
Monitoring of the online enrollment being one of the academic advisers	Reminded for the schedule of enrollment for 1 st semester AY 2020-2021 and the new normal procedure of enrollment	Discussed during the departmental meeting	N/A	<ul style="list-style-type: none">• Notice of Meeting dated July 7, 2020• Notice of Meeting dated July 20, 2020	<ul style="list-style-type: none">• Prepared and filed the notice and minutes of meeting for documentation• Assisted in the conduct of the online enrollment
Monitoring of submission of Flexible Learning Module	N/A	The courses were divided and assigned as per field of specialization among faculty members	N/A	<ul style="list-style-type: none">• Notice of Meeting dated July 7, 2020• Notice of Meeting dated July 20, 2020	<ul style="list-style-type: none">• Prepared and filed the notice and minutes of meeting for documentation• Collected the Flexible Learning Modules for submission to the College Dean

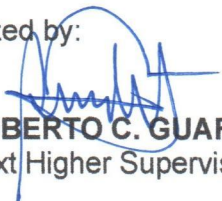
Monitoring of the preparation, evaluation and reproduction of printed learning materials	The faculty was tasked to produce printed module to cater students who opted for offline mode	Discussed during the departmental meeting	OP Memo No. 73, s. 2020	<ul style="list-style-type: none"> • Notice of Meeting dated July 20, 2020 	<ul style="list-style-type: none"> • Prepared and filed the notice and minutes of meeting for documentation • Assisted during the preparation to production and delivery of printed modules
Monitoring of the preparation for new normal: online and offline mode of instruction	The faculty was encourage to attend webinars, such as MOODLE, in preparation for the new modes of instruction	Discussed during the departmental meeting	N/A	<ul style="list-style-type: none"> • Notice of Meeting dated September 1, 2020 	<ul style="list-style-type: none"> • Prepared and filed the notice and minutes of meeting for documentation
Monitoring of the conduct of online and offline classes	The faculty was reminded to encourage their students to join online classroom to maximize their learning	Discussed during the departmental meeting	N/A	<ul style="list-style-type: none"> • Notice of Meeting dated October 29, 2020 	<ul style="list-style-type: none"> • Prepared and filed the notice and minutes of meeting for documentation
Monitoring on the submission of OBTL Syllabus	The faculty was reminded to submit the syllabus of all courses handled	Discussed during the departmental meeting	DME Memo No. 15, s. 2020 dated November 3, 2020	<ul style="list-style-type: none"> • Notice of Meeting dated November 10, 2020 • Notice of Meeting dated Dec. 3, 2020 	<ul style="list-style-type: none"> • Prepared and filed the notice and minutes of meeting for documentation • Assisted from printing, submission and distribution of syllabus
Monitoring on the attendance to TOS Preparation webinar and submission of midterm TOS with questionnaire	The faculty was reminded on the submission of TOS before the schedule of midterm examination	Discussed during the departmental meeting	<ul style="list-style-type: none"> • DME Memo No. 18, s. 2020 dated Dec. 7, 2020 	<ul style="list-style-type: none"> • Notice of Meeting dated November 10, 2020 • Notice of Meeting dated December 3, 2020 	<ul style="list-style-type: none"> • Prepared and filed the notice and minutes of meeting for documentation • Assisted from printing, submission and distribution of TOS
Monitoring on the evaluation of virtual classroom	The faculty was reminded to check their virtual classrooms for the conduct of evaluation	Discussed during the departmental meeting	<ul style="list-style-type: none"> • DME Memo No. 17, s. 2020 dated November 24, 2020 	<ul style="list-style-type: none"> • Notice of Meeting dated November 10, 2020 • Notice of Meeting dated December 3, 2020 	<ul style="list-style-type: none"> • Prepared and filed the notice and minutes of meeting for documentation
Coaching					
Coaching on the implementation of Quality Procedures	Discussed the implementation of quality procedures	Discussed during the departmental meeting	N/A	Notice of Meeting dated Sept. 1, 2020; Oct. 29, 2020; Nov. 10, 2020	Quality procedures were implemented and continuously monitored

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

Conducted by:


JUNDY R. CASTIL
Immediate Supervisor

Noted by:


ROBERTO C. GUARTE
Next Higher Supervisor



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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: July 2020

Target Date: December 2020

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:

- Mrs. Cruz was able to monitor the compliance of Outcomes-Based Teaching and Learning (OBTL) Syllabi for the first semester of SY 2020-2021.
- 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:

- Mrs. Cruz will be continuously recommended for trainings and seminars to strengthen her competencies and qualifications.

Prepared by:


JUNDY R. CASTIL
Unit Head

Conforme:


ANTONETTE S. CRUZ
Name of Ratee