

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: SUSANA B. MIÑOZA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.926	x 70%	3.448
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	x 30%	1.425
TOTAL NUMERICAL RATING			4.873

TOTAL NUMERICAL RATING: 4.873

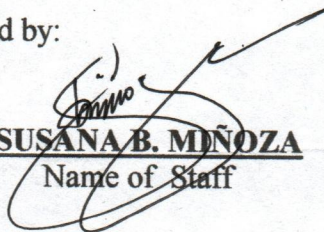
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.873

ADJECTIVAL RATING:

Outstanding

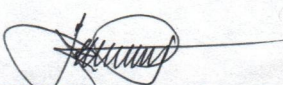
Prepared by:


SUSANA B. MIÑOZA
Name of Staff

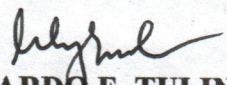

Reviewed by:


ARTHUR I. TAMBONG, FPSAE
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT

Approved:


EDGARDO E. TULIN, Ph.D.
President 



Visayas State University
College of Engineering
DEPARTMENT OF AGRICULTURAL ENGINEERING
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SUSANA B. MIÑOZA, Staff of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2016.

Susana B. Miñoza
SUSANA B. MIÑOZA
Administrative Aide III
Date: 28 December 2016

Arthur T. Tambong
ARTHUR T. TAMBONG, FPSAE
Department Head
Date: 28 December 2016

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services										
MFO 2	Higher Education Services	PI 8. Additional outputs									
		No. of AACUP Accreditation Dopcument Areas Prepared (3rd level)	Gathering of documents, Preparation, Compilation, Printing and Binding, Photodocumentation, Attendance to accreditation-related meetings and seminar-orientations	Preparation of PPP and MSI of Areas V, VI, & VIII for BSAE Program Accreditation	1	3	5	5	5	5.0	1) Prepared draft and finalized based on comments and suggestions the PPP of Areas V (Research), VI (Extension), & VIII (Physical Plant Facilities); 2) Gathered, Prepared, and Bound the necessary documents of the MSI for Areas V (Research), VI (Extension), & VIII (Physical Plant Facilities); 3) Printed the PPP and MSI and attached tabbing for final touch; 4) Attended the meeting for the updates on the preparation of documents at QAC; 5) Attended the seminar-workshop for Outcomes-based Accreditation at the CCE

MFO 3	Research Services	PI 4. Number of research proposals submitted	Research study	Prepared one (1) project proposal for funding	1	1	5	5	4	4.7	1) Submitted draft proposal of Evaluation of Renewable Energy Systems in Leyte, Southern Leyte and Biliran to Center director
		PI 8. Additional outputs									
		No. of research studies assisted (terminal report)	Preparation of terminal report	Drafting of the Terminal Report; Editing the drafted Terminal Report based on the corrections and suggestion; Layouting of Terminal Report Cover; Binding and Tabbing of Finalized Terminal Report	1	2	5	5	4	4.7	1) Drafted, Edited, Layouted the cover and Bound the Terminal Report of the study entitled, "Profiles of Potential Beneficiaries of the Household Electrification Program (HEP) Using Solar Home System (SHS) of the Department of Energy (DOE) in Leyte, Southern Leyte, and Biliran; 2) Drafted, Edited, Layouted the cover and Bound the Terminal Report of the "Executive Profiles of Barangay Beneficiaries of the Household Electrification Program (HEP) Using Solar Home System (SHS) of the Department of Energy (DOE) in Leyte, Southern Leyte, and Biliran
		No. of research studies assisted (impact evaluation)	Assist the conduct of the posttest study for the impact evaluation	Scrutinized the beneficiary and nonbeneficiary households for the post test study of the impact study of SHS on the households in Leyte, Southern Leyte, and Biliran	1	2	5	5	5	5.0	1) Scrutinized the beneficiary households for the posttest of the impact study of SHS on the households in Leyte, Southern Leyte, and Biliran, 2) Scrutinized the nonbeneficiary households for the posttest of the impact study of SHS on the households in Leyte, Southern Leyte, and Biliran
MFO 4	Extension Services	PI 1. Number of person-days trained weighted by length of training	Training of Teachers in Statistics and Probability in Grade 11 in the Senior High School Curriculum held at the Renewable Energy Research Center (RERC).	Facilitate the 6-day Training held at the Renewable Energy Research Center (RERC); maintain the cleanliness of the venue before, during, and after the training in preparation for the next day's activities	10	24	5	5	5	5.0	1) Facilitated the Training of Teachers in Statistics and Probability in Grade 11 in the Senior High School Curriculum held at the Renewable Energy Research Center (RERC). Maintained the cleanliness of the venue;

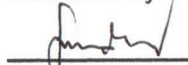
		PI 2. Number of IEC materials/technoguides developed/used	Preparation, Compilation	Prepared at least one (1) IEC materials/ technoguides	1	43	5	5	4	4.7	1) Prepared 5 IEC materials on RE technologies displayed at the Center and at the RERC Booth during the 92nd VSU Anniversary; 2) Prepared 7 barangay profiles for display at the center; 3) Prepared 7 household profiles for display at the center; 4) Prepared 11 tarpaulines posted at the RERC booth during the VSU 92nd anniversary; 5) Prepared 6 tarpaulines posted at the RERC Admin. Office and RERC Reading Room; 6) Prepared 6 tarpauline layouts posted at the College of Engineering Office Lobby; 7) Prepared the Directory of Solar Power Associations (SoPAs) in Leyte, Southern Leyte, and Biliran);
		PI 3. Number of beneficiaries served									
		<i>Groups</i>	Coordination, preparation of documents; monitoring; assessment, and; Documentation for <i>HEP monitoring activities</i>	Monitoring of SHS units and Assessment of Solar Power Associations	50	230	5	5	5	5.0	1) Coordinated with barangay officials and SoPA officers on the monitoring activity in the area; 2) Prepared important documents like travel orders etc.; 3) Supervise reproduction of monitoring sheets; 4) Conducted monitoring of HEP beneficiaries (Brgy. clients) and solar power associations; 5) Prepared travel reports, and; 6) Prepared monitoring reports
			Coordination, preparation of documents; monitoring and documentation for <i>solar streetlights monitoring activities</i>	Coordinate with LGUs on the monitoring activity in the area; prepare important documents e.g. travel orders, monitoring sheets, etc.; conduct monitoring of solar streetlights (municipality and city clients); prepare travel reports, and; prepare monitoring reports	43	43	5	5	5	5.0	1) Coordinated with LGUs on the monitoring activity in the area; 2) prepared important docs e.g. travel orders, monitoring sheets, etc.; 3) conducted monitoring of solar streetlights (municipality and city clients); 4) prepared travel reports, and; 5) prepared monitoring reports

		<i>Individuals</i>	Coordination, preparation of documents; monitoring and documentation for HEP monitoring activities	Coordinate with barangay officials and SoPA officers on the monitoring activity in the area; prepare important documents e.g. travel orders, monitoring sheets, etc.; conduct monitoring of HEP beneficiaries (household clients); prepare travel reports, and; prepare monitoring reports	210	813	5	5	5	5.0	1) Coordinated with barangay officials and SoPA officers on the monitoring activity in the area; 2) Prepared important documents like travel orders etc.; 3) Supervise reproduction of monitoring sheets; 4) Conducted monitoring of HEP beneficiaries (household level) and solar power associations; 5) Prepared travel reports, and; 6) Prepared monitoring reports
			Coordination, preparation of documents for the solar streetlights monitoring activities	Coordinate with LGUs on the monitoring activity in the area and the number of streetlights to be monitored; prepare important documents e.g. travel orders etc.; supervise reproduction of monitoring sheets	6	472	5	5	5	5.0	1) Coordinated with LGUs in 40 municipalities and 3 cities on the monitoring activity in the area; 2) prepared important documents e.g. travel orders, monitoring sheets, etc.; 3) conducted monitoring of solar streetlights installed in strategic locations in each city and municipality; 4) prepared travel reports, and; 5) prepared monitoring reports
MFO 5	Support to Operations	<u>PI 2.</u> Number of in-house seminars/trainings/workshops/reviews conducted	Secretariat and supervision of venue preparation	Assisted in the preparation of at least one (1) seminar/training/convention/workshop presentation; prepared power point presentation; supervised venue preparations	1	3	5	5	5	5.0	1) Assisted in the conduct of the CoE In-house reviews Sept 3, 2016; 2) Assisted in the conduct of the Training of Teachers in Statistics and Probability in Grade 11 in the Senior High School Curriculum Nov 5-6, 19-20, 26-27, 2016; 3) Assisted and participated the Seminar-Workshop on 5S and Records Management on Dec. 15, 2016


MFO 6	General Admin. & Support Services (GASS)	PI 1. Number of departments and/or service units supervised and monitored	Supervision and Documentation	Supervise RERC utility worker/messenger and monitor attendance of office personnel	1	2	5	5	5	5.0	1) Supervised the regular maintainance of the cleanliness and orderliness of the RERC 4 offices, 1 conference room, 1 reading room, 3 comfort rooms, 1 workshop and processing area, 1 garage, 1 biofuel lab, 1 research and extension gallery, RE park, and building grounds; 2) Monitored the logging in and logging out of RERC staff and submitted reports on the weekly attendance of the RERC staff to the Center Director and Dean of the College of Engineering; 3) Documented all transactions in the rental of the conference room as venue of various seminars and trainings
		PI 3. Number of documents attended and served	Documentation and Annual Report Preparation	Prepare administrative and financial matter of the Center and facilitated in the signing of documents to the Director; facilitated the preparation and submission of the 2016 annual report of the Center;	75	150	5	4	5	4.7	1) Prepared, submitted, followed-up administrative and financial matter of the the Center; 2) Facilitated the signing of documents to the Center Director and submission of such documents to respective offices; 3) Prepared draft of the annual report of the Center, revised as per corrections and suggestions, printed the final version, layouted the cover, bound the report, and submitted report to higher office.
		PI 4. Number of academic lecture/laboratory rooms maintained	Supervision	Supervise cleaning and maintenance of conference room, biofuel laboratory room, and; workshop and processing area	3	3	5	5	5	5.0	Supervised the regular cleaning and maintenance of conference room, biofuel laboratory room, and; workshop and processing area
		PI 6. Area of lawn maintained (sq.m, approx.)	Supervision	Supervise cleaning and maintenance of energy park and RERC grounds	975	975	5	5	5	5.0	Supervise cleaning and maintenance of energy park and RERC grounds
		PI 8. Zero percent complaint from clients served			100	100	5	5	5	5.0	No complaint from clients

		PI 9. Additional Outputs									
		Accreditation of a curricular program	BSAE Level III Phase I Accreditation	PPP and MSI of Areas V, VI, & VIII	3	6	5	5	5	5.0	1) Prepared draft and finalized based on comments and suggestions the PPP of Areas V (Research), VI (Extension), & VIII (Physical Plant Facilities); 2) Gathered, Prepared, and Bound the necessary documents of the MSI for Areas V (Research), VI (Extension), & VIII (Physical Plant Facilities); 3) Printed the PPP and MSI and attached tabbing for final touch; 4) Attended the meeting for the updates on the preparation of documents at QAC; 5) Attended the seminar-workshop for Outcomes-based Accreditation at the CCE
		Number of Offices and Rooms maintained	Maintain the cleanliness of the Center in the absence of the utility worker especially during seminars and trainings	Maintain the cleanliness of the Center especially the male and female CR, conference room, mini gallery, library, and kitchen when the utility worker is not available during seminars and trainings held at the Center.	3	8	5	5	5	5.0	Opened and Closed the building and gate and maintained the cleanliness of the Center especially the male and female CR, conference room, mini gallery, library, and kitchen when the utility worker is not available during the training of senior high teachers on probability and statistics held at the Center and during the CoE In-house review.
Number of Performance Indicators Filled-up							15				
Total Over-all Rating							73.667				
Average Rating							4.926				
Adjectival Rating							Outstanding				


Received by:


 Planning Officer
 Date: _____


Calibrated by:


REMBERTO A. PATINDOL, Ph.D.
 Chairman, PMT
 Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.
 Vice Pres. for Instruction
 Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.
 President
 Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2016
 Name of Staff: Susana B. Minoza Position: Admin. Aide III

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	57				
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	4.75				

Overall recommendation

: Very good to Excellent!

Name of Head/Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Susana B. Miñoza**
Performance Rating: _____

Signature: _____ Date: _____

Aim: To further improve performance.

Proposed Interventions to Improve Performance:

Date: Oct 18 2016 Target Date: Last Qtr 2016

First Step: Advised to implement JS in office

Result: She attended JS seminar

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by: _____

ARTHUR IT. TAMBONG, FPSAE
Immediate Supervisor