College of Engineering
Visca, Baybay City, 6521-A Leyte, Philippines

COMPUTATION OF INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Juy-December 2018

Name of Administrative Staff: **Michelle A. Borleo**

	Particulars	Numerical Rating	Percentage Weight	Equivalent Numerical Rating
	(1)	(2)	(3)	(2x3)
1	Numerical Rating per IPCR	4.928	70%	3.4496
2	Supervisor/Head's Assessment of his contribution towards attainment of Office accomplishments	4.92	30%	1.47
	TOTAL NUMERICAL RATING			**4.925**

TOTAL NUMERICAL RATING 4.925

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.925**

FINALNUMERICAL RATING:

ADJECTIVAL RATING: **Outstanding**

Prepared by:

MICHELLE A. BORLEO
Name of Staff

Reviewed by:

ROBERTO C. GUARTE
Office Head

Recommending Approval:

ROBERTO C. GUARTE
Dean, COE

Approved by:

BEATRIZ S. BELONIAS
Vice President

Visayas State University
College of Engineering
Visca, Baybay City, 6521-A, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MICHELLE A. BORLEO, Administrative Staff of the Office of the Dean-College of Engineering, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2018.

MICHELLE A. BORLEO
Administrative Aide IV
Date: 28 January 2019

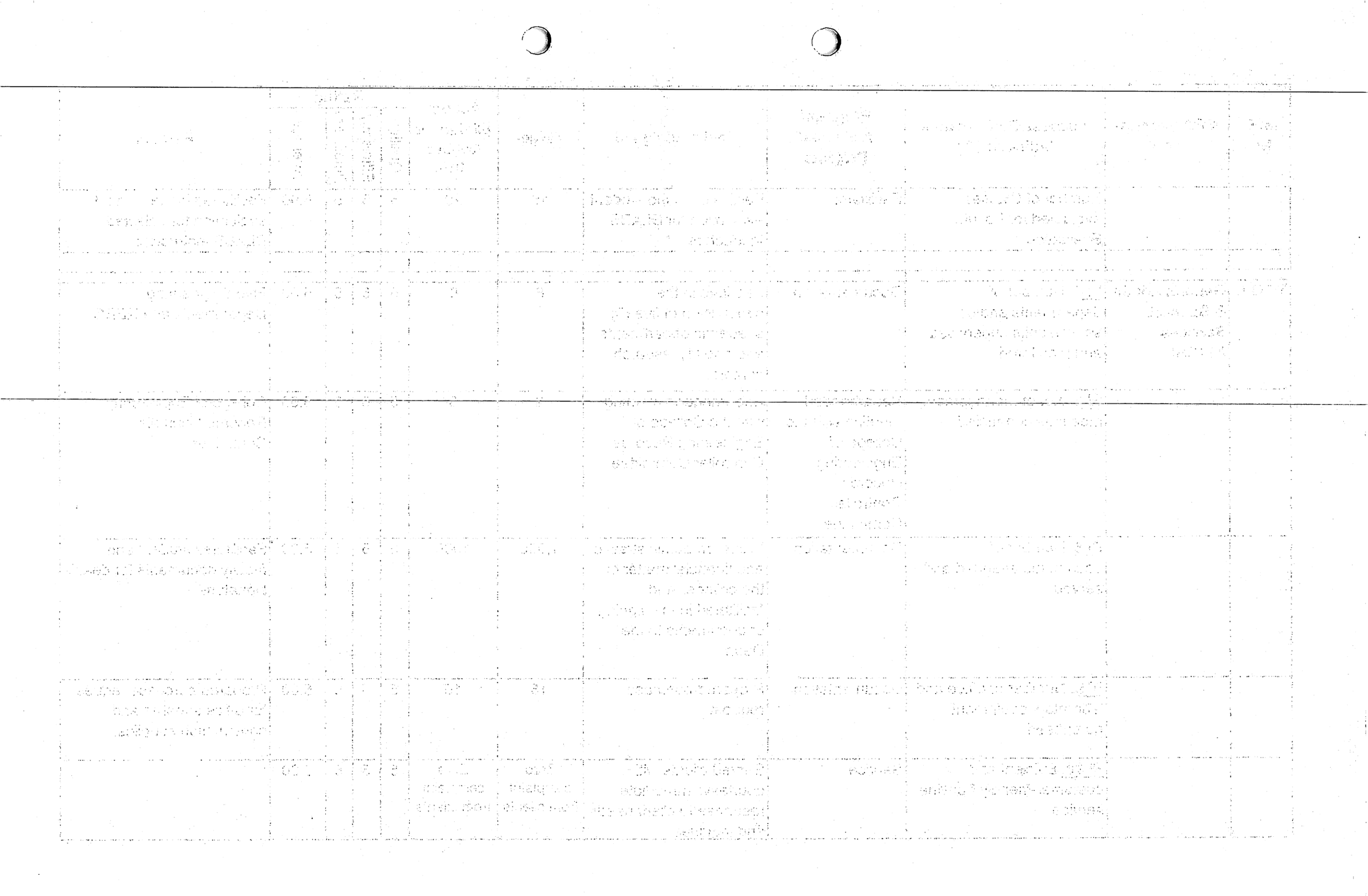
ROBERTO C. GUARTE, Dr. Agrar. Sci.
Professor and Dean
Date: 28 January 2019

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 (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	**Higher Education Services**	***Best Practices/New Initiatives***									
		Number of student organization assisted	Provides assistance during student activities	Provides assistance during student activities	6	6	5	5	5	5.00	Provides assistance to COE-SSC and department-based student organization

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of maintained Center of Excellence (COE) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	4	5	4.67	BSAE Center of Excellence
		Number of Washington Accord accreditation prepared	Provide assistance to degree programs	Provide assistance to degree programs	2	2	5	4	5	4.67	Facilitates the updating of requirements for BSAE and BSCE degree program
		Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	4	5	4.67	Conducts ISO related activities in the College
MFO 4	**Extension Services**	**PI 2.** Number of IEC materials/technoguides developed/used	Preparation	Prepares IEC materials during VSU Anniversary	2	2	5	5	5	5.00	
MFO 5	**Support to Operations**	**PI 1.** Number of faculty pursuing advanced research degree programs (PhD/MS) facilitated, monitored & assisted	Provide Assistance	Provide assistance to Faculty of the Department of Meteorology	4	4	5	5	5	5.00	Four (4) Faculty members of the Department of Meteorology are on Study Leave fo pursue MS degree program at UP-Diliman
		PI 5. Number of in-house seminars/trainings/ workshops/reviews conducted	Documentation, Secretariat	Assists in preparing seminars/ trainings/conventions/ workshops presentations	2	2	5	5	5	5.00	5S seminar and Records Management Seminar of the College of Engineering
		PI 6. Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Attended	Attended various university seminars/workshops	2	2	5	5	5	5.00	
		PI 7. Additional outputs									

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of Classes evaluated for Faculty Evaluation	Facilitator	Facilitated in the student evaluation for DLABS Instructors	16	20	5	5	5	5.00	Facilitated in the student evaluation for selected DLABS Instructors
MFO 6	**General Admin. & Support Services (GASS)**	**PI 1.** Number of departments and/or service units supervised and monitored	Documentation	Facilitate in the supervision of five (5) academic departments and one (1) research centers.	6	6	5	5	5	5.00	Five Engineering Departments and RERC
		PI 2. No. of management meetings conducted	Spearheaded meeting with the College of Engineering Records Controller Committee	Spearheaded meeting with the College of Engineering Records Controller Committee	2	5	5	5	5	5.00	College of Engineering Records Controller Committee
		PI 5. Number of documents attended and served	Documentation	Prepared administrative and financial matter of the college. And facilitated in the signing of documents to the Dean.	1,000	1000	5	5	5	5.00	Facilitates student and faculty documents for dean's signature
		PI 9. Number of office and laboratory equipment purchased	Documentation	Prepared purchase request	15	15	5	5	5	5.00	Prepared purchase request for office supplies and construction supplies.
		PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.00	



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		PI 11. Additional Outputs									
		Number of Payrolls prepared for Job Order Personnel and Student Assistant	Prepared and review JO Payrolls and SAE	Prepared and review JO Payrolls and SA	75	102	5	5	5	5.00	6 Payrolls for JO employees for COE Annex and Old Library Construction, 4 payrolls for SRA and 1 SA payroll per quincena per month
		Number of purchase request prepared for Constructions projects	Preparation	Prepares purchase requests of construction supplies and materials	10	15	5	5	5	5.00	
		Number of Temporay Clearance/Exam Permit distributed to students		Evaluated and give out student temporary clearance/exam permit	800	1000	5	5	5	5.00	College of Engineering Students
		Number of supporting documents prepared for the ISO Accreditation assisted	Documentation and Records management	Prepared the documentation and records management in the office	5	5	5	5	4	4.67	
		Number of COE management committee meetings facilitated	Prepares and facilitates	Facilitate in the conduct of COE Management committee meeting, College-Wide Meeting and College faculty meeting	6	6	5	5	5	5.00	COE ManCom regular meetings
		Number of OPCR and IPCR prepared and finalized	Prepares and finalize	Prepares the OPCR of the College and IPCR of the Dean, finalize IPCR of the administrative staff under the office of the dean	6	6	5	5	4	4.67	OPCR of the College and IPCR of the administrative personnel directly under the office of the dean

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of committee handled	Chairman of the Records Controller Committee of the College of Enginering	Supervise and plan	1	1	5	5	5	5.00	COE Records Controller Committee
		Number of committee involvement in the University	Member	Member of the ISO Task Force and Internal Audit	2	2	5	5	5	5.00	
		Number of rooms utilization prepared	Preparation	Preparation of room utilization for Engineering Building and COE Annex		11	5	5	5	5.00	1st Sem. SY 2018-2019 Room Utilization
Number of Performance Indicators Filled-up							23				
Total Over-all Rating							113.333				
Average Rating							4.928				
Adjectival Rating							Outstanding				

Comments & Recommendations for Development Purpose:

She is recommended to attend: (a) Ofice Management Training, (b) Records and documentation Training, and c) Desktop Processing

Evaluated and Rated by:

ROBERTO C. GUARTE
College Dean
Date: _____

Recommending Approval:

ROBERTO C. GUARTE
College Dean
Date: _____

Approved:

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2018
Name of Staff: Michelle A. Borleo Position: Adm. 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	59				

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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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			59		
Average Score			4.92		

Overall recommendation : One step increment

ROBERTO C. GUARTE
Name of Head

Exhibit L

Visayas State University
College of Engineering
Visca, Baybay City, 6521-A, Leyte, Philippines

Employee Development Plan

Name of Employee: **Ms. Michelle A. Borleo**
Performance Rating: **4.82 (O)**

Aim: Enhance the knowledge and skills of **Michelle A. Borleo** as the COE Admin Clerk and the ***Overall Records Controller*** of the College of Engineering (COE) in support to COE's Program on International Accreditation and Certification

Proposed Interventions to Improve Performance:

Date: July 2018 **Target Date**: December 2018

First Step

- Review and analyze the previous accomplishments of **Ms. Michelle A. Borleo** as the COE Admin Clerk and ***Overall Records Controller*** of the College of Engineering (COE) in support to COE's Program on International Accreditation and Certification

Results:

- Identified the gaps that will be addressed by **Ms. Michelle A. Borleo** as the Admin Clerk and ***Overall Records Controller*** of the College of Engineering (COE) in support to COE's Program on International Accreditation and Certification

Next Step:

- Prepare and implement the plans and programs of the COE Committee on Records Management

Outcomes:

- Well organized and managed COE Records following the 5S principles

Final Steps/Recommendations:

- Well organized and managed COE Records following the 5S principles
- Conduct regular Continuous Quality Improvement **(CQI)**
- Attend relevant training to enhance her management knowledge and skills

Prepared by:

ROBERTO C. GUARTE
Dean, COE

Conforme:

MICHELLE A. BORLEO
COE Admin Staff