

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	4.511	x 70%	3.158
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.583	x 30%	1.375
TOTAL NUMERICAL RATING			4.533

TOTAL NUMERICAL RATING: 4.533

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.533

ADJECTIVAL RATING: Outstanding

Prepared by:


SUSANA B. MIÑOZA
Name of Staff

Reviewed by:


ARTHUR H. 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 Renewable Energy Research Center, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2017.

SUSANA B. MIÑOZA
Administrative Aide III
Date: 8 August 2017

ARTHUR T. TAMBONG, FPSAE
Department Head
Date: 8 August 2017

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 (Jan-June 2017)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	<i>Best Practices/New Initiatives</i> 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	5	5	5.0	Updated and maintained documents re Center of Excellence (COE)
		Number of AACUP Accreditation maintained	Updating and maintaining	Updates and maintains documents re AACUP	1	1	5	5	5	5.0	Updated and maintained documents re AACUP
		Sets of ISO 9001:2015 doc. Prepared	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	4	4	4.3	Prepared documents for ISO 9001:2015 application

MFO 3	Research Services	PI 8. Additional outputs																
		Number of research studies assisted	Preparation of terminal report	Assist at least one (1) terminal report preparation	1	1	5	4	4	4	4.3	Assisted at least one (1) terminal report preparation						
MFO 4	Extension Services	PI 2. Number of IEC materials/technoguides developed/used	Preparation, Compilation	Prepared at least one (1) IEC materials/ technoguides	1	15	5	5	4	4	4.7	Prepared at least one (1) IEC materials/ technoguides						
		PI 3. Number of beneficiaries served																
		Groups	Coordination, preparation of documents; monitoring; assessment, and; Documentation for HEP monitoring activities	Monitoring of SHS units and Assessment of Solar Power Associations	50	50	5	4	4	4	4.3	Monitored of SHS units and conducted assessment of Solar Power Associations						
		Individuals	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	210	5	4	4	4	4.3	Coordinated with barangay officials and SoPA officers on the monitoring activity in the area; prepared important documents e.g. travel orders, monitoring sheets, etc.; conducted monitoring of HEP beneficiaries (household clients); prepared travel reports, and; 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	2	5	3	3	3	3.7	Coordinated 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						

MFO 5	Support to Operations	PI 2. Number of in-house seminars/trainings/workshops/reviews assisted/facilitated	Secretariat and supervision of venue preparation	Assist in the conduct of at least one (1) seminar/training/workshop; supervised venue preparations of a least one activity	1	1	5	4	5	4.7	Assisted in the conduct of at least one (1) seminar/training/workshop; supervised venue preparations of a least one activity
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	1	5	4	4	4.3	Supervise RERC utility worker/messenger and monitor attendance of office personnel
		PI 3. Number of documents attended and served	Documentation and Records management	Prepare and facilitate the processing of administrative and financial matter of all Center; Maintain a record of all the documents, supplies, tools, equipment, furnitures and fixtures of the Center	75	150	5	5	4	4.7	Prepared and facilitated the processing of administrative and financial matter of the Center; Maintained a record of all the documents, supplies, tools, equipment, furnitures and fixtures of the Center
		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	4	4	4.3	Supervise 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	4	4	4.3	Supervise cleaning and maintenance of energy park and RERC grounds
		PI 8. Zero percent complaint from clients served	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	Served clients with courtesy; immediate response to client needs and inquiries

PI 9. Additional Outputs									
	Number of supporting documents prepared for the ISO Accreditation assisted	Documentation and Records management	Facilitate the documentation and records management of the Center; Assist the College of Engineering in the ISO Accreditation	15	50	5	5	4	4.7
									Facilitated the documentation and records management of the Center; Assisted the College of Engineering in the ISO Accreditation
Number of Performance Indicators Filled-up				15				15	
Total Over-all Rating								67.667	
Average Rating								4.511	
Adjectival Rating								Outstanding	

Received by:


Planning Officer

Date: _____

Calibrated by:


REMBERTO A. PAYINDOL, 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: Jan- June 2017

Name of Staff: Susana B. Miñoza 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					
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					

Overall recommendation

: Dependable in ~~ACCUP~~ accreditation jobs.

ARTHUR IT. TANDONG, LPS

Name of Head/Supervisor