



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.83

TOTAL NUMERICAL RATING: 4.83

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.83

FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: Outstanding

Prepared by:

ANTONETTE S. CRUZ
Name of Staff

Reviewed by:

RONARD G. PAÑA
Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs

"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 accomplishments in accordance with the indicated measures for the period of July 1 to December 31, 2023.

ANTONETTE S. CRUZ

Ratee

Date: Jan. 15, 2024

Approved:

RONARD G. PAÑA

Head, DME

Date: Jan. 15, 2024

JANNET C. BENCURE

College Dean

Date: Jan. 15, 2024

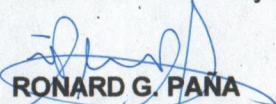
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishmen	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams	To monitor and document licesure examination result	61%	74.80%	5	5	5	5.00	Feb. 2023 - 27 of 31 (87.10%) Aug. 2023 - 5 of 8 (62.50%)
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	To prepare required documents that will serve as proof/evidence per CMO requirements	100%	100%	4	4	5	4.33	prepared required documents particularly on assigned area (Faculty, Instructional Quality)
	PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	To provide support to RQAT compliance for BSME Program	100%	100%	5	4	4	4.33	provided support for the issuance of COPC of the program
	PI 4. Percentage of undergraduate programs with accreditations	To maintain documents related to accreditation	100%	100%	5	5	5	5.00	AACCUP Level I Accredited effective until April 2024
UMFO 5. Support to Operations									
	OVPI MFO 1. Faculty Development Services								
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	To facilitate and assist the application of Engr. Castil for study leave	1	1	5	4	4	4.33	Assited the application of Engr. Castil for study leave

	Number of administrative documents acted	To prepare and facilitate office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS	600	1292	5	5	4	4.67	as per 2023 record book
Total Over-all Rating								71.33	

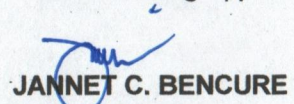
Average Rating (Total Over-all rating divided by 4)		4.76
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.76
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose: -Attend more training and workshops

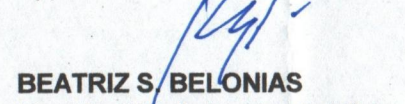
Evaluated & Rated by:


RONARD G. PANA
 Department Head
 Date: Jan - 18, 2024

Recommending Approval:


JANNET C. BENCURE
 College Dean
 Date: Jan - 18, 2024

Approved:


BEATRIZ S. BELONIAS
 Vice President, Academic Affairs
 Date: Jan 18, 2024

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF MECHANICAL
ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES

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Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Antonette S. Cruz**

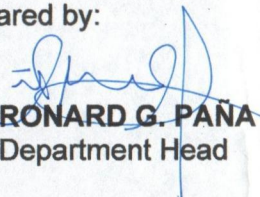
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Monitor and document licensure exams result	61%	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	Exceeded target rating
2	Prepare required documents that will serve as proof/evidence per CMO requirements	100%	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	Prepared required documents
3	Provide support to RQAT compliance for BSME Program	100%	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	Provided support for the RQAT compliance
4	Maintain documents related to accreditation	100%	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	AACCUP Level I Accredited effective until April 2024
5	Facilitate and assist the application of Engr. Castil for study leave	1	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	Assited the application of Engr. Castil for study leave
6	Facilitate and assist the application of Engr. Merafuentes and Engr. Arcayan for study leave	2	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	Assited the application of Engr. Durotan and Engr. Merafuentes for study leave
7	Facilitate and assist faculty recommended for training/ seminars/ workshops	5	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	Facilitated faculty attendance to training
8	Abide by the ISO 9001:2015 clauses and the VSU QMS	100%	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	Complied to all requirements set by the QMS
9	Submit PPMP	1	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	Submitted PPMP-GF
10	To assist clients during office hours	100%	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	No complaint filed
11	Assist the department head in the conduct of planning sessions and/or related activity	2	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	Assisted Engr. Paña during meetings

12	Prepare notice, attendance sheets and minutes of meeting	8	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	Prepared notice, attendance sheets and minutes of monthly meeting
13	Prepare and process office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS, et. al	600	Jan 2023	Dec 2023	Dec 2023	impressive	Very satisfactory	Prepared and processed office documents as necessary

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

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

Prepared by:


RONARD G. PAÑA
 Department Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2023**

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

Position: **Administrative Aide VI**

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		20				

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		5.0				

Overall recommendation : Attend more trainings.

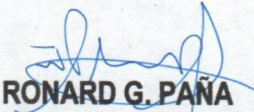

RONARD G. PAÑA
 Department Head



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: January 2023

Target Date: December 2023

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:

- Ms. Cruz is able to monitor the compliance of Outcomes-Based Teaching and Learning (OBTL) Syllabi for the second semester SY 2021-2022
- She is 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

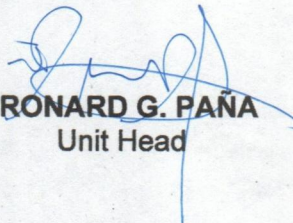
Outcomes:

- Program compliance to CMO No. 97, series of 2017
- Consistent implementation of ISO Quality Procedures applicable to the department

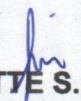
Final Steps / Recommendations:

- Ms. Cruz will be continuously recommended for training and seminars to strengthen her competencies and qualifications.

Prepared by:


RONARD G. PAÑA
Unit Head

Conforme:


ANTONETTE S. CRUZ
Name of Ratee