

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **MICHELLE A. BORLEO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.949	x 70%	3.464
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	x 30%	1.449
TOTAL NUMERICAL RATING			4.9139

TOTAL NUMERICAL RATING: 4.914


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.914

ADJECTIVAL RATING:

Outstanding

Prepared by:


MICHELLE A. BORLEO
Name of Staff

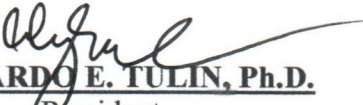
Reviewed by:


ARTHUR IT. 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, MICHELLE A. BORLEO, 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 January to June, 2016.

MICHELLE A. BORLEO
Administrative Aide III
Date: June 30, 2016

ARTHUR IT. TAMBONG
Department Head
Date: June 30, 2016

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

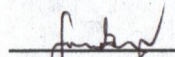
MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan - June 2016)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	PI 14. Additional outputs									
		Number of Areas in an Accreditation of a curricular program (3rd level)	Preparation, Compilation	Preparation of PPP and other supporting documents of at least one (1) Area in a curricular program accreditation	2	3	5	5	5	5.0	Prepared PPP and other supporting documents for Areas I, VIII, and X for the BSAE AACUP Level III Accreditation

MFO 3	Research Services	PI 4. Number of research proposals submitted	Research study	Facilitated in the gathering and submission of the research projects of the faculty under the College	5	5	5	5	4	4.7	Followed up and consolidated five (5) research proposals from the faculty of the college
MFO 4	Extension Services	PI 5. Number of extension proposals submitted	Extension project	Consolidated extension project proposals from the faculty and staff of the College for submission	5	5	5	5	5	5.0	Followed up and consolidated five (5) extension proposals from the faculty of the college
MFO 5	Support to Operations	PI 5. Number of in-house seminars/trainings/workshops/reviews conducted	Documentation, Secretariat	Assists in preparing seminars/trainings/conventions/workshops presentations	1	2	5	5	5	5.0	Prepared program, attendance sheet, and serve as documenter during the CMS and Moodle preparation training on May 3-5, 2016 and QGIS training on June 6-8, 2016
		PI 6. Additional outputs									
		Number of Classes evaluated for Faculty Evaluation		Conducted student evaluation for Economics Professors	16	16	5	5	5	5.0	Facilitated in the evaluation of the faculty in the Department of Economics for the 2nd Sem SY 2015-2016
MFO 6	General Admin. & Support Services (GASS)	PI 1. Number of departments and/or service units supervised and monitored	Documentation	Assists in supervising and monitoring the five (5) departments plus workshop	6	6	5	5	5	5.0	Five (5) academic departments and one (1) engineering workshop under the college

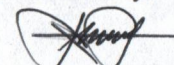
		PI 5. Number of documents attended and served	Documentation	Prepared administrative and financial matter of the college. And facilitated in the signing of documents to the Dean.	1,000	1500	5	5	5	5.0	Prepared administrative and financial documents of the college including payrolls and appointments of the CoE Annex and Old Library project personnel. Facilitated in the signing of students, faculty and departments documents for Dean's signature
		PI 9. Number of office and laboratory equipment purchased	Documentation	Prepared purchase request, purchase order and payment	30	35	5	5	5	5.0	Office and laboratory equipment purchased in preparation for the ISO and for BS Metereology department. Prepared purchase request for the construction of CoE Annex buildind and renovation of Old Library
		PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	100	5	5	5	5.0	100% No complaint from clients served
		PI 11. Additional Outputs									
		Number of minutes drafted for the college meetings	Preparation Documentation	Prepared draft of minutes of college meetings. Served as documenter during the meeting	3	4	5	5	5	5.0	Prepared three (3) draft minutes of CoE ExeCom meetings and one (1) minutes of meeting with utility under the College.
		Number of memorandums drafted for the college	Preparation	Prepared drafts of memorandum for the college	5	10	5	5	4	4.7	Prepared ten (10) memorandums for the college.
		Number of Temporay Clearance/Exam Permit distributed to students		Evaluated and give out student temporary clearance/exam permit	1,200	1500	5	5	5	5.0	Facilitated and evaluated students clearance for the 2nd Sem SY 2015-2016 and Summer A

		Number of Accreditation ingaged in	Preparation Documentation	Prepared documents for the ISO Accreditation of the College of Engineering; Prepared documents for the AACUP Level III Accreditation of the BSAE	2	2	5	5	5	5.0	Preparation of documents for ISO certification of the College of Engineering; and AACUP documents for Level 3 evaluation of BSAE
Number of Performance Indicators Filled-up							13				
Total Over-all Rating							64.333				
Average Rating							4.949				
Adjectival Rating							Outstanding				

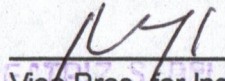
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 Planning Officer
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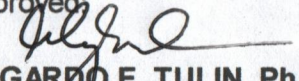
Calibrated by:


 Chairman, PMT
 Date: _____

Recommending Approval:


 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 2016
 Name of Staff: Michelle A. Borleo 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	58				
Average Score	4.833				

Overall recommendation :

Excellent!

ARTHUR IT. TAMBONG, FFS:1

Name of Head