


**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	4.905	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.93</b>

TOTAL NUMERICAL RATING: 4.93Add: Additional Approved Points, if any:           TOTAL NUMERICAL RATING: 4.93FINAL NUMERICAL RATING 4.93ADJECTIVAL RATING: Outstanding

Prepared by:

  
MICHELLE A. BORLEO  
Name of Staff


Reviewed by:

  
ROBERTO C. GUARTE  
Department/Office Head

Recommending Approval:

  
ROBERTO C. GUARTE  
Dean/Director

Approved:

  
BEATRIZ S. BELONIAS  
Vice President



**VISAYAS**  
STATE UNIVERSITY



**College of Engineering and Technology**

Visca, Baybay City, Leyte, PHILIPPINES

Telephone: (053) 525-0140 local 1015

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### 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 2019.

  
**MICHELLE A. BORLEO**

Administrative Aide IV

Date: \_\_\_\_\_

  
**ROBERTO C. GUARTE, Dr. Agrar. Sci.**

Professor and Dean

Date: \_\_\_\_\_

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 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	<i>Best Practices/New Initiatives</i>									
		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 2019)	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	5	5	5.00	BSAE Center of Excellence
		Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	4	4.67	Conducts ISO related activities in the College
<b>MFO 4</b>	<b>Extension Services</b>	<b>PI 2.</b> Number of IEC materials/technoguides developed/used	Preparation	Prepares IEC materials during VSU Anniversary	2	2	5	5	5	5.00	
<b>MFO 5</b>	<b>Support to Operations</b>	<b>PI 1.</b> Number of faculty pursuing advanced research degree programs (PhD/MS) facilitated, monitored & assisted	Provide Assistance	Provide assistance to Faculty of the different departments under the college	4	5	5	5	4	4.67	
		<b>PI 5.</b> Number of in-house seminars/trainings/ workshops/reviews conducted	Documentation, Secretariat	Assists in preparing seminars/ trainings/conventions/ workshops presentations	2	2	4	5	5	4.67	
		<b>PI 6.</b> Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Attended	Attended various university seminars/workshops	2	2	5	5	5	5.00	Research Seminar of Dr. Rico Cruz
		<b>PI 7.</b> Additional outputs									
		Number of Classes evaluated for Faculty Evaluation	Facilitator	Facilitated in the student evaluation for DLABS Instructors	16	24	5	5	5	5.00	Facilitated in the student evaluation for selected DLABS Instructors

[illegible]



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		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	10	24	5	5	5	5.00	7 Payrolls for JO employees for Old Library Construction, 3 payrolls for SA payroll per month
		Number of purchase request prepared for Constructions projects	Preparation	Prepares purchase requests of construction supplies and materials	10	10	5	5	5	5.00	
		Number of Temporary Clearance/Exam Permit distributed to students		Evaluated and give out student temporary clearance/exam permit	800	900	5	5	4	4.67	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	10	5	5	5	5.00	Internal Audit's RFCA, Corrective Action Plan, evidences for compliance
		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	5	5.00	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 2019)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
		Number of committee handled	Chairman of the Records Controller Committee of the College of Engineering	Supervise and plan	1	1	5	5	5	5.00	COE Records Controller Committee
		Number of rooms utilization prepared	Preparation	Preparation of room utilization for Engineering Building and COE Annex	14	14	5	5	4	4.67	1st Sem. SY 2019-2020 Room Utilization
Number of Performance Indicators Filled-up							21				
Total Over-all Rating							103.000				
Average Rating							4.905				
Adjectival Rating							Outstanding				
<b>Comments &amp; Recommendations for Development Purpose:</b> Ms. Borleo is a highly skilled, efficient, and productive admin staff. She has the potential to be an AO. I highly recommend her for Advance Training on Office Management, Record Management and Similar Trainings.											

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: \_\_\_\_\_



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2019Name 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		50 = 5				
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



PERFORMANCE MONITORING & COACHING JOURNAL

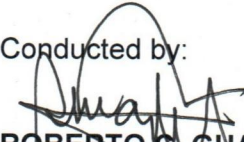
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x	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

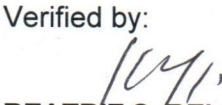
Name of Office: College of Engineering

Head of Office: Dr. Roberto C. Guarte

Name of Faculty/Staff: Ms. Michelle A. Borleo Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>I. Monitoring</b>					
a. Monitoring the efficient implementation of College Frontline services b. Monitoring the effective implementation of the College Records Management c. Monitoring of the implementation of the College Records Management Codes d. Monitoring of the implementation of 5S in the College	Regular personalized monitoring of College frontline services, Records Mgt., and 5S implementation	Conduct of Collegewide meeting emphasizing , among others, responsibilities of the members of the different college committees	COE Memo No. 22, s. 2019	Notices of Meeting	• College Frontline services, Records Management, and 5S are efficiently and effectively implemented
<b>II. Coaching</b>					
a. Coaching on efficient implementation of College Frontline services b. Coaching on the effective implementation of College Records Management c. Coaching on the implementation of the College Records Management Codes d. Coaching to implement 5S in the College Continuous Quality Improvement (CQI)	Series of individual coaching as needed	Conduct of Collegewide meeting, emphasizing , among others, responsibilities of the members of the different college committees	COE Memo No. 22, s. 2019	Notices of Meeting	• College Frontline services, Records Management, and 5S are efficiently and effectively implemented

Conducted by:  
  
**ROBERTO C. GUARTE**  
Immediate Supervisor

Verified by:  
  
**BEATRIZ S. BELONIAS**  
Next Higher Supervisor

cc: OVPI  
ODAHRD



## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: Michelle A. Borleo

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	Provides assistance during student activities	6	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
2	Updates and maintains documents re Center of Excellence (COE)	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
3	Prepares documents for ISO 9001:2015 application	1	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
5	Provide assistance to Faculty of the Department of Meteorology who are on study leave	4	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
6	Assists in preparing seminars/trainings/conventions/ workshops presentations	2	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
7	Facilitates in the student evaluation for DLABS Instructors	16	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
8	Facilitate in the supervision of five (5) academic departments and one (1) research centers.	6	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
9	Spearheads meeting with the College of Engineering Records Controller Committee	2	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
10	Prepares administrative and financial matter of the college. And facilitated in the signing of documents to the Dean	1000	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
11	Prepares purchase request	15	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	

12	Prepares and review JO Payrolls and SA	15	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
13	Prepares purchase requests of construction supplies and materials	15	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
14	Evaluates and give out student temporary clearance/exam permit	800	Dec 2, 2019	Dec 13, 2019	Dec 27, 2019	Impressive	Very Satisfactory	
15	Responsible for the documentation and records management in the office	5	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
16	Facilitates in the conduct of COE Management committee meeting, College-Wide Meeting and College faculty meeting	6	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
17	Prepares the OPCR of the College and IPCR of the Dean, finalize IPCR of the administrative staff under the office of the dean	6	July 1, 2019	Dec. 31, 2019	Dec. 31, 2019	Impressive	Very Satisfactory	
18	Preparation of room utilization for Engineering Building and COE Annex	14	July 29, 2019	Aug. 23, 2019	Aug. 23, 2019	Impressive	Very Satisfactory	

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

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

Prepared by:

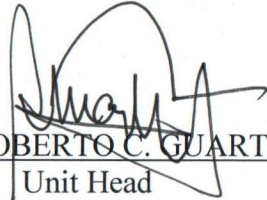
  
ROBERTO C. GUARTE  
Unit Head

Exhibit I





**VISAYAS**  
STATE UNIVERSITY



**College of Engineering and  
Technology**

Visca, Baybay City, Leyte, PHILIPPINES

Telefax: none

Email: [coe@vsu.edu.ph](mailto:coe@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

## Employee Development Plan

Name of Employee: **Ms. Michelle A. Borleo**

Performance Rating: **4.91 (O)**

**Aim:** Ms. Borleo to become an effective and efficient **Overall Records Controller** of the College of Engineering (COE) in Support to COE's Program on International Accreditation and Certification and VSU's International Standardization.

### Proposed Interventions to Improve Performance:

**Date:** January 2019

**Target Date:** June 2019

#### First Step

- Continual supervision of the COE Committee on Records Management with Ms. Borleo as Chairman and the department-based Office Administrative staff as members; orientation of the Chairman and members of the committees on their functions and responsibilities; and reorientation of all the members on the principles of 5S; reorientation of all members on records management practices.

#### Results:

- Sturdy COE Records and Management Committee with Ms. Borleo as Chairman and the department-based Office Administrative staff as members in Support to COE's Program on International Accreditation and Certification
- Working knowledge on the 5S principles
- Best records management practices

**Date:** July 2019

**Target Date:** December 2019

#### Next Step:

- Continuous implementation of 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:

- Standardize and implement the procedures in the proper management of COE's records following the 5S principles
- Conduct regular Continuous Quality Improvement (CQI)

Prepared by:

  
**ROBERTO C. GUARTE**  
Dean, CET

Conforme:

  
**MICHELLE A. BORLEO**  
Admin Staff, Office of the Dean