



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: SUSANA B. MIÑOZA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.416
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
TOTAL NUMERICAL RATING			4.892

TOTAL NUMERICAL RATING: 4.892

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.892

FINAL NUMERICAL RATING 4.892

ADJECTIVAL RATING: Outstanding

Prepared by: 

SUSANA B. MINOZA

Name of Staff

Reviewed by: 

ROBERTO C. GUARTE

Dean, CET

Recommending Approval:



ROBERTO C. GUARTE

Dean, CET

Approved:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs



VISAYAS
STATE UNIVERSITY



**COLLEGE OF ENGINEERING
AND TECHNOLOGY**
Visca, Baybay City, Leyte 6521-A, Philippines
Email Address: coe@vsu.edu.ph
Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SUSANA B. MIÑOZA, a member of the RENEWABLE ENERGY RESEARCH CENTER of the COLLEGE OF ENGINEERING AND TECHNOLOGY commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December 2020.

SUSANA B. MIÑOZA
Administrative Aide IV
Date: 1/22/20

Approved:

ROBERTO C. GUARTE
Director and College Dean
Date: 1/25/20

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Facilitate the preparation of project procurement and management plan and purchase requests of supplies and materials for use on the continous development and maintainance of the research outputs for possible utilization by industry or other beneficiaries	6	6	5	5	4	4.67	Facilitated the preparation of PPMP and PRs for the continous development and maintainance of the six (6) research outputs for possible utilization by industry or other beneficiaries

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Assist in the preparation and submission of research terminal report within the year	2	1	5	4	4	4.33	Assisted in the refinement of the study, Socioeconomic Impact Evaluation of Solar Home System (SHS) on Household Beneficiaries in Leyte and Southern Leyte in preparation for the terminal report writing
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Assist in the preparation of power point materials and other documents for submission and presentation in the annual-inhouse review	2	2	5	5	4	4.67	Assisted in the preparation and documentation of important documents and activities for the 2020 Agency In-House Review
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Facilitate the cooperation between the RERC and the VIHS Earth Science Teachers regarding the senior high school students' familiarization of RE technologies found in the RERC and maintains this active partnership	1	1	5	5	4	4.67	Maintained communication with Earth Science Teacher though no actual visit was conducted due to COVID-19 pandemic
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Facilitate the activities on familiarization of RE technologies available at the Center to students and guests	1	1	5	5	4	4.67	Supervised the maintenance of the RE Park in preparation for activities involving familiarization of RE technologies available at the Center
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of the functions as an administrative staff and deputy documents and records controller	zero non-conformity	zero non-conformity	5	5	5	5.00	Complied all requirements as scheduled and maintained a standard filing and documentation in compliance with the function as the administrative staff as well as the deputy document and records controller of the Center
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero complaint	zero complaint received	5	5	5	5.00	Served clients with courtesy; immediate response to client needs and inquiries. No complaint received from clients
	PI 3: Additional Outputs	A 48. Other outputs implementing the new normal due to covid 19	Draft designs and other outputs related to the implementation of the new normal	10	11	5	5	5	5.00	Designed, reproduced, and posted signages and labels to remind visitors and co-employees on the proper health protocols to prevent the spread of COVID-19 in the office
		Number of documents attended and served	Prepare, facilitate, and keep track of all administrative and financial transactions in accordance with established and/or standard documentation and filing procedures	50	200	5	5	5	5.00	Prepared and facilitated all routine administrative and financial transactions such as contracts of services, payrolls, and vouchers, communications, and the likes; and maintained and kept track of all documents as records controller of the Center
		Number of OPCR and IPCR prepared and submitted	Prepare, facilitate, submit and keep track of OPCR and IPCR in accordance with established and/or standard documentation and filing procedures	4	4	5	5	5	5.00	Prepared, facilitated and submitted 2 OPCRs and 2 IPCRs and maintained copy on file as the dDRC of the Center

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		Number of PPMP and PR prepared and submitted	Prepare, facilitate, submit and keep track of Office and project PPMPs and PRs in accordance with established and/or standard documentation and filing procedures	6	6	5	5	5	5.00	Prepared, facilitated and submitted 6 PPMPs and maintained copy on file as the dDRC of the Center
		Number of committee meetings attended/facilitated	Attend and facilitate CET document and records committee meetings and prepare draft minutes of meeting; Attend CET ManCom meeting and record important updates and things to do	5	5	5	5	5	5.00	Represented RERC in committee meetings
		Number of academic lecture/laboratory rooms maintained	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance	2	2	5	5	5	5.00	Supervised the maintenance and facilitate the purchase of supplies and materials
		Area of lawn maintained (sq.m, approx.)	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance	975	975	5	5	5	5.00	Supervise the maintenance and facilitate the purchase of supplies and materials
		Number of office and laboratory & office tools and equipment maintained to best condition	Monitor the cleaning and maintenance of office and laboratory tools and equipment	150	200	5	5	5	5.00	Supervised the maintenance and facilitate the purchase of supplies and materials

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		Number of Committee involvement	Represent RERC in committee meetings	1	1	5	5	5	5.00	As member of the CET-DRCC, suggested new records management practices, reviewed new and old records management practices together with other committee members, and implemented and maintained approved records management practices
Total Over-all Rating									83.00	
Average Rating									4.88	
Adjectival Rating									Outstanding	
Comments & Recommendations for Development Purposes										
Ms. Miñoza is a very productive, hardworking, efficient, and reliable admin. staff. She has the potential to be an AO. I highly recommend her for advance Training on Office Management, Records Management and similar trainings.										

Evaluated & Rated by:

ROBERTO C. GUARTE

Director, RERC

Date: 1/25/20

Recommending Approval:

ROBERTO C. GUARTE

Dean, College of Engineering and Technology

Date: 1/25/20

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: Susana B. Miñoza


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.	Facilitate the preparation of project procurement and management plan and purchase requests of supplies and materials for use on the continuous development and maintenance of the research outputs for possible utilization by industry or other beneficiaries	6	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	Impressive	Very Satisfactory	
2.	Assist in the preparation and submission of research terminal report within the year	2	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	Impressive	Very Satisfactory	
3.	Assist in the preparation of power point materials and other documents for submission and presentation in the annual-inhouse review	2	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	Impressive	Very Satisfactory	
4.	Facilitate the cooperation between the RERC and the VIHS Earth Science Teachers regarding the senior high school students' familiarization of RE technologies found in the RERC and maintains this active partnership	1	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	Impressive	Very Satisfactory	
5.	Facilitate the activities on familiarization of RE technologies available at the Center to students and guests	1	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	Impressive	Very Satisfactory	
6.	Ensures that all the QMS core processes of the University are complied with the performance of the functions as an administrative staff and deputy documents and records controller	Zero non-conformity	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	Impressive	Very Satisfactory	

7.	Draft design and other outputs related to the implementation of the new normal	10	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	Impressive	Very Satisfactory	
8.	Prepare, facilitate, and keep track of all administrative and financial transactions in accordance with established and/or standard documentation and filing process	50	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	Impressive	Very Satisfactory	
9.	Prepare, facilitate, submit and keep track of OPCR and IPCR in accordance with established and/or standard documentation and filing procedures	4	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	Impressive	Very Satisfactory	
10.	Prepare, facilitate, submit and keep track of Office and project PPMPs and PRs in accordance with established and/or standard documentation and filing procedures	6	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	Impressive	Very Satisfactory	
11.	Attend and facilitate CET document and records committee meetings and prepare draft minutes of meeting; Attend CET ManCom meeting and record important updates and things to do	5	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	Impressive	Very Satisfactory	
12.	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance for lecture and laboratory rooms and lawn maintained	2 rooms 975 sq.m. lawn	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	Impressive	Very Satisfactory	
13.	Monitor the cleaning and maintenance of office and laboratory tools and equipment	150	July 1, 2020	Dec. 29, 2020	Dec. 29, 2020	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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

Name of Staff: SUSANA B. MIÑOZA Position: Admin 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 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		59				
Average Score		4.92				

Overall recommendation : _____


ROBERTO C. GUARTE
 Dean, CET



Employee Development Plan

Name of Employee: **Ms. Susana B. Miñoza**

Performance Rating: **4.88 (O)**

Aim: Ms. **Miñoza** to become an effective and efficient **Records Controller** of the Renewable Energy Research Center (RERC) in support to CET's Program on International Accreditation and Certification and VSU's International Standardization.

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: June 2020

First Step

- Continual supervision of the CET Committee on Records Management with Ms. Borleo as Chairman and **Ms. Miñoza** as Records Controller of RERC and the other 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 CET Records and Management Committee with Ms. Borleo as Chairman and designating **Ms. Miñoza** as Records Controller of RERC in support to CET's Program on International Accreditation and Certification
- Working knowledge on the 5S principles
- Best records management practices

Date: July 2020

Target Date: December 2020

Next Step:

- Continuous implementation of the plans and programs of the Records Management of RERC as part of CET Committee on Records Management

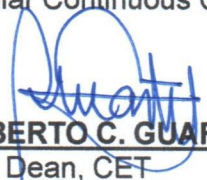
Outcomes:

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

Final Steps/Recommendations:

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

Prepared by:


ROBERTO C. GUARTE
Dean, CET

Conforme:


SUSANA B. MIÑOZA
Admin. Aide IV, RERC