



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	4.95	70%	3.465
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.50
TOTAL NUMERICAL RATING			4.965


TOTAL NUMERICAL RATING: 4.965

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.965

FINAL NUMERICAL RATING 4.965

ADJECTIVAL RATING: Outstanding

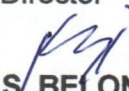
Prepared by: 
SUSANA B. MIÑOZA
Name of Staff

Reviewed by: 
ELDON P. DE PADUA
Department/Office Head

Recommending Approval:


JANNET C. BENCURE
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President



VISAYAS
STATE UNIVERSITY



**RENEWABLE ENERGY
RESEARCH CENTER**

Visca, Baybay City, Leyte 6521-A, Philippines

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Website: www.vsu.edu.ph



IPCR-2023-0701-126903

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 deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June 2023.

SUSANA B. MIÑOZA

Administrative Aide IV

Date: 30 June 2023

Approved:

ELDON P. DE PADUA

Director, RERC

Date: 5 July 2023

JANNET C. BENCURE

Dean, CET

Date: 14 July 2023

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										
	<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27.</u> 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	3	3	5	5	5	5.00	Facilitated the preparation, submission and follow-up of PPMP and PRs and ensured that research outputs are available to beneficiaries in good condition.
	<u>PI 2.</u> Number of research outputs completed within the year *	<u>A 28.</u> Number of research outputs completed within the year *	Assist in the completion of research outputs through preparation, drafting and submission of quarterly and mid-year accomplishment reports, providing support during procurement of supplies and materials, and preparation of final terminal report	3	4	5	5	5	5.00	Assisted in the preparation of quarterly and semi-annual reports of R&D projects of the Center

	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 presentation and other outputs as necessary	3	3	5	5	5	5.00	Assisted in the preparation of presentations and other documents related to the annual in-house review and other conferences
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 and facilitate new partnership endeavor of the Center	4	4	5	5	5	5.00	Facilitated and maintained the communication and other related activities of 4 linkages/ stakeholders
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Facilitate the conduct of trainings among beneficiaries of technologies for transfer and other related trainings	1	1	4	5	5	4.67	Assisted in the in-house review on the basics of solar energy systems in preparatory for the upcoming monitoring activity
	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 RE Park to students and guests. Provide assistance in the repair and maintenance of the RE technologies.	1	1	5	5	5	5.00	Supervised the maintenance of the RE Park and repair of the RE demonstration units
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	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	100%	100%	5	5	5	5.00	Complied all requirements as scheduled and maintained a standard filing and documentation

		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100%	100%	5	5	5	5.00	Provided full support in the preparation of supporting documents for the BSChemistry COPC Evaluation
		On institutional certifications	Prepares all required documents for the VSU's ISO Re-accreditation, surveillance audits, and internal quality audits	20	30	5	5	5	5.00	Maintained at least 30 documents for the VSU ISO Recertification
		On institutional certifications	Prepares all required documents for the VSU's ISO Re-accreditation, surveillance audits, and internal quality audits	20	30	5	5	5	5.00	Maintained at least 30 documents in preparation for any ISO audit
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	100%	5	5	5	5.00	Served clients with courtesy and efficiency; Provided immediate response to client needs and inquiries. Received No complaint from clients
	PI 3: Additional Outputs	A 48. Percentage of OFIs, NCs, and CARs attended	Receive the RERC OFIs, NCs, and CARs. Facilitate the formulation of corrective actions and action plans. Remind the head of office from time-to-time to ensure the on-time submission and completion. Follow-up the status of the corrective actions and action plans for further appropriate actions of the office.	100%	100%	5	5	5	5.00	Facilitated the formulation of corrective actions and action plans and followed-up status from time-to-time. Reminded the head of office from time-to-time to ensure the on-time submission and completion.

		A 49 . Percentage of planning and monitoring documents attended	Prepare, facilitate, and keep track of OTP, SWOT Matrix, Risk Assessment, Physical Accomplishment of Operation, Quarterly, Mid-year and Annual Reports, IPCR, OPCR and other monitoring reports required by the institution for completion and submission	100%	100%	5	5	5	5.00	Prepared, facilitated processing and kept track of Planning documents, Accomplishments, Reports, IPCRs & OPCR's and other monitoring reports.
		A 50 . Percentage of Procedure Manual (PM), Guidelines (GL) and Forms (FM) updated to the latest version	Ensure that all PMs, GLs, and FMs on file are updated and ready for use	100%	100%	5	5	5	5.00	Ensured that PMs, GLs, and FMs are updated and ready for use
		Number of documents attended and served	Prepare, facilitate, and keep track of all administrative and financial transactions including preparation and submission of PPMP and PR in accordance with established and/or standard documentation and filing procedures	500	500	5	5	5	5.00	Facilitated administrative and financial transactions such as payrolls, vouchers, communications, minutes and notice of meetings, travel documents; and maintained a standard filing system
		Number of Committee involvement	Perform responsibilities assigned as member of a committee, as dDRC, as core dDRC, as dRM, etc.	1	4	5	5	5	5.00	Member of the CET- Documents and Records Committee (CDRCC), deputy documents and records controller dDRC) of RERC, Core dDRC of VSU, deputy Risk Manager (dRM) of RERC.
		Number of committee meetings attended/facilitated	Represent RERC in the CDRCC meetings, core dDRC meetings and dRM meetings	5	5	5	5	5	5.00	Attended at least 5 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 of cleanliness of the lecture/laboratory rooms and facilitated 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	1,161	1161	5	5	5	5.00	Supervised the maintenance of the RERC surroundings including the RE Pak and the ram pump-supported vegetable production demonstration area and facilitate the purchase of supplies and materials for maintenance
		Number of office and laboratory & office tools and equipment maintained to best condition	Monitor the status of the various office and laboratory tools and equipment and propose appropriate actions as need arises	193	250	5	5	5	5.00	Supervised the repair and maintenance of various office and laboratory tools and equipment
		Number of video production assisted	Assist in the video production activities like planning, preparation of supplies necessary for the production, gathering of data and actual video recording	2	1	4	4	5	4.33	Facilitated the production of 1 promotional video used during the 99th VSU Anniversary
Total Over-all Rating									109.00	

Average Rating:	4.95
Add: Additional Points, if any:	
Total Numerical Rating:	4.95
Adjectival Rating:	Outstanding


Comments & Recommendations for Development Purposes

Ms. Miñoza is an excellent administrative staff. She is very productive and efficient in handling administrative-, financial-, research- and extension-related transactions . It is highly recommended for her to attend seminars/trainings related but not limited to records and office management and control, risk assessment training, stress management, work-life balance, etc.

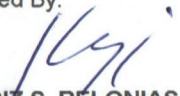
Evaluated and Rated By:


ELDON P. DE PADUA
Director, RERC
Date: 5 July 2023

Recommending Approval:


JANNET C. BENCURE
Dean, College of Engineering and Technology
Date: 14 July 2023

Approved By:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 17 July 2023

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	3	January 1, 2023	December 31, 2023	June 2023	Impressive	Very Satisfactory	Effectively facilitated three (3) researches
2.	Assist in the preparation of power point materials and other documents for submission and presentation in the annual in-house review/fora	3	January 1, 2023	December 31, 2023	June 2023	Impressive	Very Satisfactory	Accomplished as targeted (3 out of 3)
3.	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 and facilitate new partnership endeavor of the Center	4	January 1, 2022	December 31, 2023	June 2023	Impressive	Very Satisfactory	Effectively facilitated all communication and other related activities 4 linkage/stake holders
4.	Facilitate the activities on familiarization of RE technologies available at the Center to students and guests including providing support for the repair and maintenance of the RE technologies for sustainability of the demonstration units.	1	January 1, 2023	December 31, 2023	June 2023	Impressive (1 of 1)	Very Satisfactory	Efficiently supervised the repair and maintenance of the RE Park
5.	Conduct monitoring and evaluation of renewable energy systems (RESSs)	Not targeted	N.A	N.A	June 2023	Impressive	Very Satisfactory	Conducted Monitoring and Evaluation of

								RES in Hinunangan, Southern Leyte although it was not included in the target for 2023
6.	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	100% compliance	January 1, 2023	December 31, 2023	June 2023	Very Impressive (100% compliance)	Very Satisfactory	Efficiently functions as administrative staff and DDRC of the Center
7.	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliance	January 1, 2023	December 31, 2023	June 2023	Very Impressive (100% compliance)	Very Satisfactory	Efficiently functions as administrative staff and DDRC of the Center
8.	Prepares all required documents for the VSU's ISO Re-accreditation, surveillance audits, and internal quality audits	20	January 1, 2023	December 31, 2023	June 2023	Impressive	Very Satisfactory	Maintained documents for easy retrieval for future accreditations
9.	Provides customer friendly frontline services to clients	zero complaint	January 1, 2023	December 31, 2023	June 2023	Very Impressive (zero complaint received)	Very Satisfactory	Served clients with courtesy and efficiency; Provided immediate response to client needs and inquiries. Received No


								complaint from clients
10.	Receive the RERC OFIs, NCs, and CARs. Facilitate the formulation of corrective actions and action plans. Remind the head of office from time-to-time to ensure the on-time submission and completion. Follow-up the status of the corrective actions and action plans for further appropriate actions of the office.	100%	January 1, 2023	December 31, 2023	June 2023	Very Impressive	Very Satisfactory	Attended all OFIs, NCs, CARs received. No backlog NC, OFI, and CAR.
11.	Prepare, facilitate, and keep track of OTP, SWOT Matrix, Risk Assessment, Physical Accomplishment of Operation, Quarterly, Mid-year and Annual Reports, IPCR, OPCR and other monitoring reports required by the institution for completion and submission	100%	January 1, 2023	December 31, 2023	June 2023	Very Impressive	Very Satisfactory	Efficiently handled all targets. No backlog.
12.	Ensure that all PMs, GLs, and FMIs on file are updated and ready for use	100%	January 1, 2023	December 31, 2023	June 2023	Very Impressive	Very Satisfactory	Efficiently handled all targets. No backlog.
13.	Prepare, facilitate, and keep track of all administrative and financial transactions including preparation and submission of PPMP and PR in accordance with established and/or standard documentation and filing procedures	500	January 1, 2023	December 31, 2023	June 2023	Very Impressive	Very Satisfactory	Efficiently handled all administrative, financial, and ISO-related documents of the Center
14.	Perform all the responsibilities stipulated in the appointment	1	January 1, 2023	December 31, 2023	June 2023	Very Impressive	Very Satisfactory	Performed responsibly as indicated in the appointment.
15.	Attend and facilitate CET Document and Records Controller Committee meetings and prepare draft minutes of meeting; Attend	5	January 1, 2023	December 31, 2023	June 2023	Very Impressive	Very Satisfactory	Represented RERC in committee meetings

	CET ManCom meeting and record important updates and things to do							both virtually and face-to-face
16.	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance	2	January 1, 2023	December 31, 2023	June 2023	Very Impressive	Very Satisfactory	Effectively monitors one (1) lecture room and one (1) laboratory room
17.	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance of the lawn	1161 sq.m. lawn	January 1, 2023	December 31, 2023	June 2023	Very Impressive	Very Satisfactory	Monitors 1161 sq.m. of lawn
18.	Monitor the status of the various office and laboratory tools and equipment and propose appropriate actions as need arises	193	January 1, 2023	December 31, 2023	June 2023	Very Impressive	Very Satisfactory	Effectively monitored the cleaning and maintenance of office and laboratory tools and equipment

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

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

Prepared by:


ELDON P. DE PADUA
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: Susana B. Miñoza Position: Admin. 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		60				

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 : Send to training on Transformational Leadership in a Changing Environment; Towards Effective Managerial Competencies; and Training Seminar on Records Management and Other Related Laws Policies and Guidelines


ELDON P. DE PADUA
 Director, RERC



Employee Development Plan

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

Performance Rating: 4.965

Aim: **Ms. Miñoza** to become an effective and efficient **Document and 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 2023

Target Date: June 2023

First Step

- Continual supervision of the CET Committee on Document and Records Management with Ms. Borleo as Chairman and **Ms. Miñoza** as Co-chairman and Documents and 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;
- Reorientation of all the members on the principles of 5S; and
- Reorientation of all members on documents and records management practices.

Results:

- Sturdy CET Documents and Records Management Committee with Ms. Borleo as Chairman and **Ms. Miñoza** as Co-Chairman and designating Documents and 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

Prepared by:


ELDON P. DE PADUA
Director, RERC

Conforme:


SUSANA B. MIÑOZA
Admin. Aide VI, RERC