



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	4.64	70%	3.25
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING: 4.73

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.73

FINAL NUMERICAL RATING 4.73

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 January to June 2023.

ANTONETTE S. CRUZ

Ratee

Date: July 7, 2023

Approved:

RONARD G. PANA

Head, DME

Date: July 7, 2023

JANNET C. BENCURE

College Dean

Date: 7/10/23

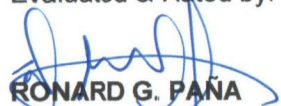
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishmen	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams	To monitor and document licesure examination result	61%	87.10%	5	5	5	5.00	February 2023
	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	4	4.00	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%	4	4	4	4.00	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	4	4	4	4.00	Assited the application of Engr. Castil for study leave within the year
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	To facilitate and assist the application of Engr. Merafuentes and Engr. Arcayan for study leave	2						

	PI 1.2: Number of faculty who finished advanced degree program on time								
	PI 2: Number of faculty granted with external scholarships	To facilitate and assist the application of Engr. Castil, Engr. Merafuentes and Engr. Arcayan for study leave	3						
	PI 3: Number of faculty granted with internal fellowship grants								
	PI 5: Number of faculty sent for trainings, seminars, conferences	To facilitate and assist faculty recommended for trainings/ seminars/ workshops	5	4	5	5	4	4.67	Engr. Bantay, Engr. Binueza, Engr. Merafuentes, Engr. Paña
	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*	To abide by the ISO 9001:2015 clauses and the VSU QMS	100%	100%	5	5	5	5.00	Compliant to ISO standards and VSU QMS
	OVPI MFO 6. General Administration and Support Services								
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	To submit PPMP	1	1	5	5	5	5.00	Submitted PPMP funded by GAA
	PI 2. Zero percent complaint from clients served	To assist clients during office hours	100%	100%	5	5	5	5.00	No complaint received from clients
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	To assist the department head in the conduct of planning sessions and/or related activity	2	1	5	4	4	4.33	Conducted planning sessions through departmental meeting
	PI 5. Number of monthly/special faculty & staff meetings conducted**	To prepare notice, attendance sheets and minutes of meeting	8	4	5	5	5	5.00	Assisted 4 departmental meetings
	PI 6. ADDITIONAL OUPUTS								
	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								55.67	


Average Rating (Total Over-all rating divided by 4)		4.64
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.64
ADJECTIVAL RATING	Outstanding	

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


Evaluated & Rated by:


RONARD G. PAÑA
 Department Head
 Date: July 7, 2023

Recommending Approval:


JANNET C. BENCURE
 College Dean
 Date: 7/10/23

Approved:


BEATRIZ S. BELONIAS
 Vice President, Academic Affairs
 Date: 7/14/23

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



VISAYAS
STATE UNIVERSITY

**DEPARTMENT OF
MECHANICAL
ENGINEERING**

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Exhibit I

PERFORMANCE MONITORING FORM

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

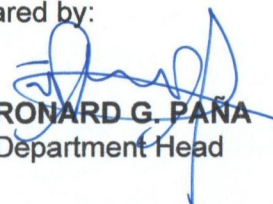
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Monitor and document licensure exams result	61%	Jan 2023	Dec 2023	Feb 2023	impressive	Very satisfactory	Exceeded target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

10	Prepare notice, attendance sheets and minutes of meeting	8	Jan 2023	Dec 2023	June 2023	impressive	Very satisfactory	Prepared notice, attendance sheets and minutes of monthly meeting
11	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	June 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: **January to June 2023**

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

Position: **Administrative Aide VI**

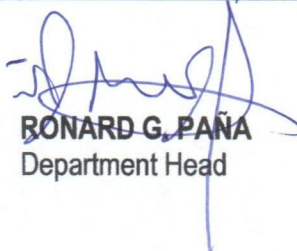
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		4.92				

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					

Overall recommendation : Attend more relevant trainings and workshops.


RONARD G. PAÑA
 Department Head