

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	4.944	x 70%	3.461
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	x 30%	1.50
TOTAL NUMERICAL RATING			4.961

TOTAL NUMERICAL RATING: 4.961

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.961

ADJECTIVAL RATING: Outstanding

Prepared by:

MICHELLE A. BORLEO

Name of Staff

Reviewed by:

ARTHUR H. 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 July to December, 2016.

MICHELLE A. BORLEO

Administrative Aide III

Date: December 29, 2016

ARTHUR IT. TAMBONG

Department Head

Date: December 29, 2016

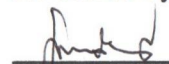
Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	PI 14. Additional outputs									
		<i>Number of Areas in an Accreditation of a curricular program (3rd level)</i>	Preparation, Compilation	Preparation of PPP and other supporting documents of at least one (1) Area in a curricular program accreditation	2	6.5	5	5	5	5.0	Preparation of PPP for Areas I and X and half of Area VIII; MSI Documents for Areas I, VIII and X for the BSAE AACCUP Accreditation

MFO 3	Research Services	PI 4. Number of research proposals submitted	Research study	Facilitated in the gathering and submission of the research proposals of the faculty under the College	3	5	5	5	5	5.0	Followed up the submission of research proposals of the faculty member under 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	3	5	5	5	5	5.0	Followed up the submission of extension project proposals of the faculty member under 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	4	5	4.7	CoE RDE In-house Review and Seminar-Workshop on 5S and Record Management
		PI 6. Additional outputs									
		Number of Classes evaluated for Faculty Evaluation		Conducted student evaluation for Economics Professors	16	23	5	5	5	5.0	Served as facilitator in th evaluation of selected faculty member in the Department of Liberal Arts and Behavioral Science for the 1st Semester SY 2016-2017
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) department/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	40	5	5	5	5.0	Office and laboratory equipment purchased in preparation for the ISO and for BS Meteorology department. Prepared purchase request for the construction of CoE Annex building 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	0	5	5	5	5.0	100% No complaint from clients served
		PI 11. Additional Outputs									
		Number of minutes of meetings drafted for the college	Preparation Documentation	Prepared draft of minutes of college meetings. Served as documenter during the meeting	3	5	5	5	4	4.7	Prepared five (5) minutes of CoE ExeCom Meetings and College-Wide Meeting.
		Number of memorandums drafted for the college	Preparation	Prepared drafts of memorandum for the college	10	19	5	5	5	5.0	Prepared 19 Memorandum for the College including notice of meeting
		Number of Temporary Clearance/Exam Permit distributed to students		Evaluated and give out student temporary clearance/exam permit	800	1000	5	5	5	5.0	Facilitated and evaluated students clearance for the 1st Semester SY 2016-2017
		Number of Accreditation Areas engaged assisted	Preparation Documentation	Prepared documents for the ISO Accreditation of the College of Engineering; Prepared documents for the AACCUP Level III Accreditation of the BSAE	2	3	5	5	5	5.0	Preparation of documents for ISO certification of the College of Engineering; and AACCUP documents for Level 3 evaluation of BSAE
Number of Performance Indicators Filled-up							8				
Total Over-all Rating							39.667				
Average Rating							4.944				
Adjectival Rating							Outstanding				

Received by:


Planning Officer

Date: _____

Calibrated by:


REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.

President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-Dec. 2016
 Name of Staff: Michelle A. Borteo 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					
Average Score	5				


Overall recommendation

: Excellent! A staff you can depend on.
Highly knows her routine functions.

Name of Head/Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Michelle A. Borleo**
Performance Rating: _____

Signature:  Date: _____

Aim: To further improve performance.

Proposed Interventions to Improve Performance:

Date: Oct 18, 2016 Target Date: Last Qtr 2016

First Step: Advised to implement SS in office.

Result: she attended SS seminar.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


ARTHUR T. TAMBONG, FPSAE
Immediate Supervisor