



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)
Numerical Rating per IPCR	4.714	70%	3.30
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
	TOTAL NUN	IERICAL RATING	4.8

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.8

FINAL NUMERICAL RATING

4.8

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

MICHELLE A. BORLEO

Name of Staff

JANNET C. BENCURE Immediate Supervisor

Recommending Approval:

<u>JANNET C. BENCURE</u>

Dean

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Phone: +63 53 565 0600 Local 1084

No. CET RAd 24-05





INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>MICHELLE A. BORLEO</u>, Administrative Aide VI of the Office of the Dean-College of Engineering and Technology, commits to deliver and agree to be rated on the attainment of the following targets with accomplishments in accordance with the indicated measures for the period January to June 2024.

MICHELLE A. BORLEO
Administrative Aide VI

Date: 11 July 2024

JANNET C. BENCURE

College Dean

Date: 12 July 2024

Rating Equivalents:

- 5 Outstanding
- 4 Very Satisfactory
- 3 Satisfactory
- 2 Fair

	MFO Descrip-tion FO 2. HIGHER EDUCATION SERVI PAA UMFO 3. Higher Education Ma PI 11. Additional outputs Property according to the property of the property o				Actual		Ra	ting		
MF O No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Tasks Assigned Target Accomplis hment as of Jun 2024 Additional hed: Prepares documents and /or Target Accomplis hment as of Jun 2024 Target Target Accomplis hment as of Jun 2024 Target T	Remark						
UMFC	2. HIGHER EDUCATION SE	RVICES								
OVPA	A UMFO 3. Higher Education	Management Services								
		A 25. Number of Additional outputs accomplished:								
		accreditation/evaluation	program profile and other	1	1	5	5	5	5.0	ISO 9001:2015 Surveillance Audit
UMFC	5. SUPPORT TO OPERATION	NS								

					Actual		Ra	ting		
MF O No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Tasks Assigned	Target	Accomplis hment as of Jun 2024	Quality	Efficiency	Timeliness	Average	Remark
	OVPAA MFO 4. Program and	d Institutional Accreditation	Services							
		core processes of the university under ISO	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as dDRC	zero non- conformity	zero non- conformity	5	4	4	4.3	
		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% compliant	100% compliant	5	4	4	4.3	
		On program accreditations								
	PI 9. Additional Outputs	Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Attended various university seminars/workshops	4	4	5	5	5	5.0	VSU L&D trainings
LIBATE	 D 6. General Admin. & Suppo	rt Sandicas (GASS)								
UIVIF	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	

					Actual		Ra	ting		
MF O No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Tasks Assigned	Target	Accomplis hment as of Jun 2024	Quality	Efficiency	Timeliness	Average	Remark
	PI 3: Additional Outputs	Percentage of OFIs, NCs, and CARs attended	Receives College OFIs, NCs, and CARs. Facilitates in the reponse of this documents	100%	100%	5	5	5	5.0	
		Percentage of planning and monitoring documents attended	Facilitate and keep track of college OTP, SWOT, ROAM, Work and Financial Plan, OTP Monitoring, Physical Accomplishments and other monitoring reports	100%	100%	5	5	5	5.0	
		Percentage of Procedure Manual (PM), Guidelines (GL) and Forms (FM) updates to the latest version	Ensure that all PMs, GLs, and FMs on file are updated and ready for use	100%	100%	5	5	5	5.0	
		Number of in-house seminars/trainings/ workshops/reviews facilitated	Facilitate in the preparation of in-house seminars/trainings/workshop /reviews	2	1	5	4	4	4.3	CET CQI
		No. of management meetings conducted	Spearheaded meeting with the CET-DRCC	4	2	5	5	4	4.7	2 regular meetings of CET-DRCC
		Number of memoranda prepared	Prepares college memorandum	20	27	5	5	5	5.0	
		Number of communication prepared	Prepares outgoing communications	20	34	5	5	5	5.0	
		Number of Quality Records Matrix reveiwed/prepared	Reviews department's QRM and prepares college's QRM	20	7	5	4	4	4.3	1st quarter QRM for CET and departments under

					Actual			ting	ı	
MF O No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Tasks Assigned	Target	Accomplis hment as of Jun 2024	Quality	Efficiency	Timeliness	Average	Remark
		Number of documents attended and served	Prepared administrative and financial matter of the college. And facilitated in the signing of documents to the Dean.	200	300	5	4	5		Memorandum, communication, petty cash, PPMPs, PRs, etc.; Application for Graduation, Student Clearance, etc.
		Number of Payrolls prepared for Job Order Personnel and Student Assistant		8	8	5	4	4	4.3	3 Payrolls for SA and reviewed 5 payrolls for RA
		Number of Temporay Clearance/Exam Permit distributed to students	Evaluated and give out student temporary clearance/exam permit	100	55	5	5	4	4.7	
		Number of CET management committee meetings facilitated	Facilitate in the conduct of CET Management committee meeting, College- Wide Meeting and College faculty meeting	4	4	5	5	4	4.7	ManCom Meeting
		Number of OPCR and IPCR prepared and finalized	Prepares the OPCR of the College and review departments' OPCRs; Prepares draft of Dean's IPCR and finalize IPCR of the administrative staff under the office of the dean	6	11	5	5	5	5.0	OPCR Accomplishments for January to December 2023 for CET and Departments under the college; IPCR for personnel of the Office of the Dean
		Number of committee handled	Supervise and plan	1	1	5	5	5	5.0	CET-DRCC

					Actual		Ra	ting		
MF O No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Tasks Assigned	Target	Accomplis hment as of Jun 2024	Quality	Efficiency	Timeliness	Average	Remark
	Number of PPMP and PR prepared and submitted Prepare, facilitate, submit and keep track of Office of the Dean PPMPs and PRs in accordance with established and/or standard documentation and filing process Number of office tools and Clean and maintain office 5							4		PPMPs for OD-GAA 2024, Airfare, and snacks for CET activity
		Number of office tools and equipment maintained	Clean and maintain office tools and equipment	5	5	5	4	4	4.3	>
Numb	per of Performance Indicato	rs Filled-up						21		
_	Over-all Rating	13 i iliou-up					-	000		
-	age Rating					714				
	tival Rating					0		andi	na	
-	and & Decemberdation	o for Davidonment Dum							9	

Comments & Recommendations for Development Purpose:

Excellent as always.

Evaluated and Rated by:

JANNET C. BENCURE

College Dean

Date: 12 July 2024

Recommending Approval:

JANNET C. BENCURE

College Dean

Date: 12 July 2624

Approved:

ROTACIO S. GRAVOSO

Vice Pres. for Academic Affairs

Date: 31 July 2024



PERFORMANCE MONITORING & COACHING JOURNAL

Х	1 st	Q
Х	2 nd	Α
	3 rd	R T
	4 th	E R

Name of Office: College of Engineering and Technology

Head of Office: Dr. Jannet C. Bencure

Name of Personnel: Three (3) Administrative Staff (Utility, Foreman, Skilled)

			MECHANISI	VI		
	Activity Monitoring		eting		Others	Remarks
	Activity Monitoring	One-on-One	Group	Memo	(Pls.	Kellialks
_					specify)	
A	dministrative Staff of C	E1:				
	Mr. Rogelio E. Ponce					
	Mr. Carlos B. Montajes					
-	Mr. Christopher A. Ura	ite	1		I	
	Monitoring	Desides	Canadi ist of	OFT		OFT buildings
a.	Monitoring of building and lawn maintenance	Regular	Conduct of	CET		CET buildings,
h	Monitoring of the	personalized monitoring of	Collegewide meeting	Memo		lawn, and heavy
D.	Operation and	buildings,	emphasizing,	No. 02		equipment are
	Maintenance of tools	lawns, and	among others,	s. 2024		visibly
	and equipment and	heavy	responsibilities	CET		maintained
	laboratory facilities	equipment	of the	Memo		following the
C.	Monitoring of the		members of	No. 09		principles of 5S
	implementation and		the different	s. 2024		
	adoption of 5S in the		college			
	activities of a and b		committees			
	Coaching					
a.	Coaching on Building	Series of	Conduct of	CET		CET buildings,
	and Lawn maintenance	individual	Collegewide	Memo		lawn, and
b.	Coaching on the	coaching as	meeting,	No. 02		heavy
	Operation and	needed	emphasizing,	s. 2024 CET		equipment are
	Maintenance of tools, equipment and facilities		among others, responsibilities	Memo		visibly maintained
C	Coaching on the		of the			following the
0.	implementation of 5S		members of	No. 09		principles of 5S
			the different	s. 2024		
			college			
			committees			

Conducted by:

JANNET C. BENCURE Immediate Supervisor

Yerified by:

Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final		********					TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
UMFO 2. HIGHE	R EDUCATION S	ERVICES								
OVPAA MFO 1. Curriculum Program Management Services				_		_	_			,
PI 1: Total FTE Monitored	Monitor FTE	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 65% of the target
PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Approve and offer CMO compliant undergraduate curricular program	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Actual Accomplish ment meets the target
PI 3: Average percentage passing in licensure exam	Monitor and advise graduating undergraduate students for review for board examination	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 134% of the target for CELE and MELE
PI 4: Number of graduates in mandated programs graduated within the prescribed period	Monitor and follow-up students who are graduating during the period	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	None within the rating period since VSU graduation will be on August 2024
PI 7: Number of academe/ industry linkages established	Maintain, coordinate and establish academe/industry linkages	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 291% of the target
PI 8: Number of students advised							. `			
On thesis/ field practice/ special problem	Advise students in the conduct of their OJT manuscript and ME Project	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 200% o the target
No. of approved manuscript submitted within prescribed period	Monitor and follow-up submission and approval of manuscript	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 157% o the target
On consultation	Monitor and advise students during consultation	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 330% o the target

Major Final						TASK S	TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
PI 9: Number of student organizations advised/assisted						-				
Student organizations advised	Advise student organization as the organization adviser	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 175% of the target
Student organizations assisted on student related activities	Assist student organization as the organization adviser	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 288% o the target
PI 10: Number of instructional materials developed/revis ed										
On-line ready courseware	Develop and reproduce online courseware	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 160% o the target
Flexible instructional materials	Develop and reproduce flexible instructional materials	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 1327% of the target
Assessment tools	Develop assessment tools	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 217% of the target
PI 11: Number of virtual classrooms created and operationalized	Create virtual classroom and maintain operation	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplised 340% of the target
PI 12. Percentage of first-time licensure exam takers that pass the licensure exam	Monitor and advise graduating undergraduate students for review for board examination	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplis ed 140% of the target
PI 13: Percentage of graduates (two years prior) that are employed	Track graduate whereabouts related to their employment or other related endeavors	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplis ed 98% of the target
PI 14. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	Track and keep record of students enrolled in CHED-identified and RDC-identified priority programs	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Actual Accomplis ment mee the target
PI 15. Percentage of undergraduate	Subject program to accreditation	College Dean &	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Actual Accomplis

Major Final						TASK S	TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
programs with		Dept.								ment meets
accreditations		Heads								the target
Additional Outputs:										
PI 16. Number of	Prepares and	College	Jan-Jun	On-	On-	On-	On-	On-	On-	Currently
instructional	publish IMs	Dean &	2024	going	going	going	going	going	goin	on-process
materials		Dept.							g	
approved by the UIMRC		Heads								A - (- 1
PI 19. Number of	Prepares,	College	Jan-Jun 2024	On-	On-	On-	On-	On-	On-	Actual
programs with COPC	submits, and maintained COPC	Dean & Dept. Heads	2024	going	going	going	going	going	goin g	Accomplish ment meets the target
PI 20. Number of	Prepares and	College	Jan-Jun	On-	On-	On-	On-	On-	On-	Actual
programs applying for	submit application for COPC	Dean & Dept.	2024	going	going	going	going	going	goin g	Accomplish ment meets
COPC		Heads								the target
PI 21.	Conducts faculty	College	Jan-Jun	On-	On-	On-	On-	On-	On-	Accomplish
Percentage of	evaluation	Dean &	2024	going	going	going	going	going	goin	ed 125% o
faculty rated at least VS by supervisor	performance	Dept. Heads							g	the target
PI 22.	Prepares and	College	Jan-Jun	On-	On-	On-	On-	On-	On-	Actual
Percentage of	submits updated	Dean &	2024	going	going	going	going	going	goin	Accomplish
courses offered	course syllabi	Dept.		3	3		0		g	ment meet
with approved course syllabi	•	Heads								the target
PI 24.	Submitted final	College	Jan-Jun	On-	On-	On-	On-	On-	On-	Accomplish
Percentage of	grades on-time	Dean &	2024	going	going	going	going	going	goin	ed 180% o
courses offered		Dept.							g	the target
with final grades		Heads								
the allowable										
period										
PI 25.	Prepares and	College	Jan-Jun	On-	On-	On-	On-	On-	On-	Accomplish
Percentage of	submits IFWs on-	Dean &	2024	going	going	going	going	going	goin	ed 180% o
IFWs submitted	time to OVPAA	Dept.							g	the target
to OVPAA on		Heads								
time PI 26.	Prepares and	College	Jan-Jun	On-	On-	On-	On-	On-	On-	Accomplish
Percentage of	submits actual	Dean &	2024	going	going	going	going	going	goin	ed 180% o
actual teaching	teaching loads	Dept.	2024	going	gonig	gomig	gomg	gomig	g	the target
loads submitted	on-time to	Heads								
to OVPAA 30	OVPAA									
days after the										
start of classes		0 "	1	-	0-	-	0-	0-	000	Accomplial
PI 28. Number of	Prepares and	College Dean &	Jan-Jun	On-	On- going	On- going	On- going	On- going	On- goin	Accomplised 33% of
IMs reviewed by the CCC	publish IMs	Dean & Dept.	2024	going	going	going	going	going	goili	the target
life CCC		Heads							9	the target
PI 29. Number of	Prepares and	College	Jan-Jun	On-	On-	On-	On-	On-	On-	Accomplis
OJT MOUs	facilitates OJT	Dean &	2024	going	going	going	going	going	goin	ed 143% c
prepared	MOUs	Dept.							g	the target
PI 30. Number of	Facilitates student	Heads College	Jan-Jun	On-	On-	On-	On-	On-	On-	Accomplis
student interns	interns	Dean &	2024	going	going	going	going	going	goin	ed 103% c
deployed and		Dept.		3					g	the target
monitored		Heads								
	ARCH SERVICES									
PI 1. Number of	Publish papers in									
published papers	internationally									
	indexed journals	1	1	1	1	1	I	1	1	1

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Major Final						TASK S	TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
in internationally indexed journals									_	
In refereed int'l journals	Publish papers in internationally indexed journals	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 20% of the target
PI 2. Number of research outputs presented in regional/national / int'l fora/ conferences										
In int'l fora/ conferences	Present research outputs in international fora/ conferences, etc.	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 20% of the target
In national/ regional fora/ conferences	Present research outputs in national/ regional fora/ conferences	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	No accomplish ments within the rating period
PI 3: Number of research projects conducted and/or completed on schedule	Conduct research studies and/or complete on schedule	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 200% of the target
PI 4: Number of research proposals submitted/endors ed for external funding	Prepare and submit research proposal for external funding	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 83% of the target
PI 9: Number of research outputs in the last three years utilized be the industry or other beneficiaries	Conduct research studies and extend output to beneficiaries	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 150% of the target
PI 10: Number of research outputs completed within the year	Conduct research studies	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	No accomplish ments within the rating period
PI 11: Percentage of research outputs published in internationally- referred or CHED recognized journal within the year										
In refereed int'l journals	Publish paper in peer-reviewed journals	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 33% of the target

Major Final							TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
PI 12. Number of patent application	Submits technology for patent	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	No accomplish ments within the rating period
PI 15. Number of research articles derived from approved research in the university, submitted	Prepares and submits research articles for publication	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	No accomplish ments within the rating period
	NSION SERVICES									
PI 1: Number of person-days trained weighted by length of training	Provide training to clientele	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 70% of the target
PI 2: Number of trainings conducted	Provide training to clientele	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 57% of the target
PI 4: Number of beneficiaries served	,									
Groups	Provide training to clientele	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 57% of the target
Individuals	Provide training to clientele	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 48% of the target
PI 5: Number of technical/expert services provided/ rendered										
Research Mentoring	Provide/render technical/expert services as research mentor	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Actual Accomplish ment meets the target
Peer reviewers/ Panelists	Provide/render technical/expert services as peer reviewer/panelist	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 167% of the target
Resource Person	Provide/render technical/expert services as resource person	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 178% of the target
Convenor/ Organizer	Provide/render technical/expert services as convener/ organizer	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 108% of the target
Consultancy	Provide/render technical/expert services as consultant	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 67% of the target

Major Final						TASK S	TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
Evaluator	Provide/render technical/expert services as evaluator	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 200% of the target
PI 6: Number of extension projects conducted and/or completed on schedule	Conduct extension activities	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Actual Accomplish ment meets the target
PI 7: Number of extension proposal submitted	Prepare and submit extension proposals	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 29% of the target
PI 12: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	Maintain active contact with partner LGUs, industries, NGAs, SMEs and other stakeholders	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 40% of the target
PI 13: Number of trainees weighted by the length of training	Provide training to clientele	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 70% of the target
PI 14: Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	Organize and/or support extension programs	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	No accomplish ments during the rating period
PI 15: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance	Provide training courses and agree to be rated	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 105% of the target
	ORT TO OPERAT	IONS								
OVPAA MFO 1. Faculty Development Services										A
PI 1: Number of faculty pursuing advanced degree programs (PhD)	Pursue advanced degree program	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 80% of the target

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Major Final						TASK S	TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
facilitated, monitored and assisted										
PI 1.1. Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	Pursue advanced degree program	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Actual Accomplish ment meets the target
PI 2: Number of faculty granted with external scholarships	Track and monitor faculty	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Accomplish ed 86% of the target
PI 3: Number of faculty granted with internal fellowship grants	Track and monitor faculty	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- going	Actual Accomplish ment meets the target
PI 5: Number of faculty sent for trainings, seminars, conferences	Track and monitor faculty	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ment exceeds the target by 75%
PI 6. Number of faculty-scholars who completed their advance degrees	Track and monitor faculty	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 38% of the target
OVPAA MFO 2. Faculty Recruitment/ Hiring Services	Dogwiit faculty	College	Jan-Jun	On-	On-	On-	On-	On-	On-	Accomplish
PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards	Recruit faculty	Dean & Dept. Heads	2024	going	going	going	going	going	goin g	ed 89% of the target
OVPAA MFO 3. Faculty Evaluation Services										
PI 3: Number of seminars/ trainings/ conventions/ workshops organized/ coordinated for the entire university	Coordinate seminars/training s/workshops for the entire university	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	No accomplish ments during the rating period
PI 4: Number of seminars/ trainings/ conventions/ workshops	Coordinate/attend seminars/training s/workshops outside the university	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 50% of the target

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Major Final		ACC: 01:15				TASK S				REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
outside the										
university										
PI 5: Percentage of faculty rated by students with at least very satisfactory rating	Undergo evaluation by students	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ment exceeds the target by 16%
of the subjects										
evaluated PI 6: Number of in-house seminars/ trainings/ workshops/ reviews conducted/ attended	Conduct/attend/ facilitate in-house seminars/training s/workshops	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 67% of the target
OVPAA MFO 4.		-								
Program and Institutional Accreditation Services										
PI 1: Number of degree programs which passed accreditation/ evaluation at least level 1	Subject degree program(s) to accreditation/ evaluation	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ment meets the target
PI 3: Degree program compliant with CHED	Comply all CHED requirements to the best of ability	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ment meets the target
PI 4: Number of activities organized/ attended/ assisted/ participated/ facilitated	Promote/ encourage attendance/ organization/ participation/ assistance to activities	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 67% of the target
Additional	GOLIVILIOS	1			1					
Outputs:										
PI 5: Compliance to all requirements thru the established/ adequate implementation, maintenance and improvement of the QMS of the core processes of the College/ department under	the best of ability	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 113% of the target
ISO 9001:2015										
UMFO 6. Gener	al Admin. & Sup		ces (GASS	5)						
PI 1: Zero percent	Maintain satisfactory client	College Dean &	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin	Accomplish ment meets
complaint from	service	Dept.		30119	30.119	359	359	359	g	the target
clients served Additional		Heads		-				-	-	

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Major Final						TASK S				REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
PI 2: Submission of College/ Department PPMP for the following year within deadline as prescribed by BAC*	Prepare and submit PPMP within the deadline	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ment exceeds the target by 50%
PI 3. Number of coaching sessions among department heads, faculty & staff	Conduct coaching sessions	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 58.33% of the target
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of college/ department targets	Conduct planning sessions and tracking and monitoring of targets	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 91.67% of the target
PI 5. Number of regular executive committee meetings conducted	Conduct executive committee meetings	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 83.33% of the target
PI 8. Number of departments/inst itutes/offices supervised	Supervision	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 217% of the target
PI 9. Number of routinary documents acted	Acted routinary documents	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 169% of the target
PI 10. Number of committee meetings conducted	Conducted committee meetings	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 33% of the target
PI 11. Number of requests acted	Acted requests	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 1330% of the target
PI 12. Number of memoranda prepared	Prepares and disseminate memoranda	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplished 286% of the target
PI 13. Percentage of faculty and staff submitted a DTR every month	Submission of DTR on-time	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplis ed 161% of the target
PI 15. Percentage of action plans implemented	Monitoring and implementation of action plans	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplis ed 85% of the target

Major Final						TASK S	TATUS			REMARKS
Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
and monitored as scheduled										
PI 16. Percentage of monthly accomplishment report submitted on time	Submission of accomplishment reports on time	College Dean & Dept. Heads	Jan-Jun 2024	On- going	On- going	On- going	On- going	On- going	On- goin g	Accomplish ed 89% of the target

Prepared by:

JANNET C. BENCURE
Dean, CET

PERFORMANCE MONITORING FORM

Name of Employee: Michelle A. Borleo

Task	Task Description	Expected	Date	Expected	Actual Date	Quality of	Over-all	_ Remarks/
No.		Output	Assigned	Date to Accomplish	accomplished	Output*	assessment of output**	Recommenda tion
1.	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
2.	Ensures that the implementation of QMS core processes of the University is compliant to ISO 9001:2015	100% Compliant	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
3.	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% Compliant	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
4.	Attendance to various seminars/workshops	4	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
5.	Provide customer friendly frontline services to clients	Zero complaint from clients	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
6.	Receives College OFIs, NCs, and CARs. Facilitates in the response of this documents	100%	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
7.	Facilitate and keep track of college OTP, SWOT, ROAM, Work and Financial Plan, OTP Monitoring, Physical Accomplishments, and other monitoring reports	100%	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	

8.	Ensure that all PMs, GLs, and FMs on file are updated and ready for use	100%	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
9.	Facilitate in the preparation of in-house seminars/trainings/workshop/r eviews	2	Jan. 2, 2024	June 30, 2024	June 30, 2024			
10.	Spearheads meeting with the College of Engineering Records Controller Committee	4	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
11.	Prepares college memorandum	20	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
12.	Prepares outgoing communication	20	Jan. 2, 2024	June 30, 2024	June 30, 2024			
13.	Reviews department's QRM and prepares college's QRM	20	Jan. 2, 2024	June 30, 2024	June 30, 2024			
14.	Prepares administrative and financial matter of the college. And facilitated in the signing of documents to the Dean	200	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	·
15.	Prepares and review JO Payrolls and SA	8	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
16.	Evaluated and give out student temporary clearance/exam permit	100	Jan. 2, 2024	June 30, 2024	June 30, 2024			
17.	Facilitates in the conduct of CET Management committee meeting, College-Wide Meeting and College faculty meeting	4	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
18.	Prepares the OPCR of the College and IPCR of the Dean, finalize IPCR of the administrative staff under the office of the dean	6	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	

19.	Supervise and plan for the CET Document and Records Committee	1	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
20.	Prepares, facilitates, submit, and keep track of Office of the Dean PPMPs and PRs in accordance with established and/or standard documentation and filing process	4	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	
21.	Maintain the cleanliness of office tools and equipment	5	Jan. 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	

^{*} Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

JANNET C. BENCURE Unit Head





COLLEGE OF ENGINEERING AND TECHNOLOGY

Exhibit

Visca, Baybay City, Leyte 6521-A, Philippines Telephone: (053) 565-0600 (loc 1084)

Email Address: cet@vsu.edu.ph
Website: www.vsu.edu.ph

Employee Development Plan

Name of Employee: Ms. Michelle A. Borleo

Performance Rating: 4.74 (O)

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

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step

Continual supervision of the CET 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 members on records management practices.

Results:

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

Date: July 2024

Target Date: December 2024

Next Step:

 Continuous implementation of the plans and programs of the CET Committee on Records Management

Outcomes:

Well organized and managed CET Records following the 5S principles

Final Steps/Recommendations:

- Standardize and implement the procedures in the proper management of CET's records following the 5S principles
- Ms. Borleo should continuously attend training, seminars, and workshops to strengthen her competencies and qualifications as Overall Records Controller of the college.

Prepared by:

JANNET C. BENCURE
Dean, CET

Conforme:

MICHELLE A. BORLEO Admin. Aide VI



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January to June 2024</u>	
Name of Staff: MICHELLE A. BORLEO	Position: _Adm. 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.

	Elicii	de your raung.							
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	



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No. CET PAd 24-05

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	6	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	6	4	3	2	1
	Total Score	6	60 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	60				
	Average Score					
Ove	rall recommendation: Mr. Barlow has been performing excellently in the job. I recommende Given recognition and or promotion.	16	ent	Sh	ما .	r

JANNET C. BENCURE Immediate Supervisor