



**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	4.714	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.8</b>

TOTAL NUMERICAL RATING: 4.8

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.8

FINAL NUMERICAL RATING 4.8

ADJECTIVAL RATING: Outstanding

Prepared by:

MICHELLE A. BORLEO  
Name of Staff

Reviewed by:

JANNET C. BENCURE  
Immediate Supervisor

Recommending Approval:

JANNET C. BENCURE  
Dean

Approved:

ROTACIO S. GRAVOSO  
Vice President for Academic Affairs






MF O No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplis hment as of Jun 2024	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	OVPAAs 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 theQMS 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 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
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 from clients	Zero complaint from clients	5	5	5	5.0	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Jun 2024	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
	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


MFO No.	MFO Description	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment as of Jun 2024	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
		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	4.7	Memorandum, communication, petty cash, PPMPs, PRs, etc.; Application for Graduation, Student Clearance, etc.
		Number of Payrolls prepared for Job Order Personnel and Student Assistant	Prepared and review JO Payrolls and SA	8	8	5	4	4	4.3	3 Payrolls for SA and reviewed 5 payrolls for RA
		Number of Temporary 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' OPCR's; 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

MF O No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplis hment as of Jun 2024	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
		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	4	3	5	4	4	4.3	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	
Number of Performance Indicators Filled-up						21				
Total Over-all Rating						99.000				
Average Rating						4.714				
Adjectival Rating						Outstanding				
Comments & Recommendations for Development Purpose: <i>Excellent as always.</i>										


Evaluated and Rated by:

  
**JANNET C. BENCURE**  
 College Dean  
 Date: 12 July 2024

Recommending Approval:

  
**JANNET C. BENCURE**  
 College Dean  
 Date: 12 July 2024

Approved:

  
**ROTACIO S. GRAVOSO**  
 Vice Pres. for Academic Affairs  
 Date: 31 July 2024

# **PERFORMANCE MONITORING & COACHING JOURNAL**

X	1 <sup>st</sup>	Q U A R T E R
X	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	


**Name of Office:** College of Engineering and Technology

**Head of Office:** Dr. Jannet C. Bencure

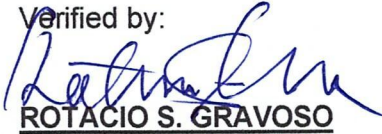
**Name of Personnel:** Three (3) Administrative Staff (Utility, Foreman, Skilled)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Administrative Staff of CET:</b> <ul style="list-style-type: none"><li>• Mr. Rogelio E. Ponce</li><li>• Mr. Carlos B. Montajes</li><li>• Mr. Christopher A. Urate</li></ul>					
<b>I. Monitoring</b>					
a. Monitoring of building and lawn maintenance b. Monitoring of the Operation and Maintenance of tools and equipment and laboratory facilities c. Monitoring of the implementation and adoption of 5S in the activities of a and b	Regular personalized monitoring of buildings, lawns, and heavy equipment	Conduct of Collegewide meeting emphasizing, among others, responsibilities of the members of the different college committees	CET Memo No. 02 s. 2024 CET Memo No. 09 s. 2024		• CET buildings, lawn, and heavy equipment are visibly maintained following the principles of 5S
<b>II. Coaching</b>					
a. Coaching on Building and Lawn maintenance b. Coaching on the Operation and Maintenance of tools, equipment and facilities c. Coaching on the implementation of 5S	Series of individual coaching as needed	Conduct of Collegewide meeting, emphasizing, among others, responsibilities of the members of the different college committees	CET Memo No. 02 s. 2024 CET Memo No. 09 s. 2024		• CET buildings, lawn, and heavy equipment are visibly maintained following the principles of 5S

Conducted by:

  
**JANNET C. BENCURE**  
Immediate Supervisor

Verified by:

  
**ROTACIO S. GRAVOSO**  
Next Higher Supervisor

### TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> Month	
UMFO 2. HIGHER EDUCATION SERVICES										
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-going	Accomplished 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-going	Actual Accomplishment 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-going	Accomplished 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-going	Accomplished 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-going	Accomplished 200% of 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	Accomplished 157% of 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-going	Accomplished 330% of the target

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Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> Month	
in internationally indexed journals										
<i>In refereed int'l journals</i>	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	Accomplished 20% of the target
PI 2: Number of research outputs presented in regional/national / int'l fora/ conferences										
<i>In int'l fora/ conferences</i>	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-going	Accomplished 20% of the target
<i>In national/ regional fora/ conferences</i>	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-going	No accomplishments 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-going	Accomplished 200% of the target
PI 4: Number of research proposals submitted/endorsed 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-going	Accomplished 83% of the target
PI 9: Number of research outputs in the last three years utilized by 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-going	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 accomplishments within the rating period
PI 11: Percentage of research outputs published in internationally-referred or CHED recognized journal within the year										
<i>In refereed int'l journals</i>	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	Accomplished 33% of the target

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> 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 accomplishments 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 accomplishments within the rating period
<b>UMFO 4. EXTENSION SERVICES</b>										
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-going	Accomplished 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-going	Accomplished 57% of the target
PI 4: Number of beneficiaries served										
<i>Groups</i>	Provide training to clientele	College Dean & Dept. Heads	Jan-Jun 2024	On-going	On-going	On-going	On-going	On-going	On-going	Accomplished 57% of the target
<i>Individuals</i>	Provide training to clientele	College Dean & Dept. Heads	Jan-Jun 2024	On-going	On-going	On-going	On-going	On-going	On-going	Accomplished 48% of the target
PI 5: Number of technical/expert services provided/rendered										
<i>Research Mentoring</i>	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-going	Actual Accomplishment meets the target
<i>Peer reviewers/ Panelists</i>	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	Accomplished 167% of the target
<i>Resource Person</i>	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	Accomplished 178% of the target
<i>Convenor/ Organizer</i>	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	Accomplished 108% of the target
<i>Consultancy</i>	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	Accomplished 67% of the target

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> Month	
<i>Evaluator</i>	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	Accomplished 200% of the target
<b>PI 6:</b> 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 Accomplishment meets the target
<b>PI 7:</b> 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	Accomplished 29% of the target
<b>PI 12:</b> 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	Accomplished 40% of the target
<b>PI 13:</b> 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	Accomplished 70% of the target
<b>PI 14:</b> 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 accomplishments during the rating period
<b>PI 15:</b> 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	Accomplished 105% of the target
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPAA MFO 1. Faculty Development Services</b>										
<b>PI 1:</b> 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	Accomplished 80% of the target

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> Month	
facilitated, monitored and assisted										
<b>PI 1.1:</b> 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 Accomplishment meets the target
<b>PI 2:</b> 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	Accomplished 86% of the target
<b>PI 3:</b> 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 Accomplishment meets the target
<b>PI 5:</b> 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-going	Accomplishment exceeds the target by 75%
<b>PI 6:</b> 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-going	Accomplished 38% of the target
<b>OVPAA MFO 2. Faculty Recruitment/Hiring Services</b>										
<b>PI 2:</b> Number of faculty recruited/hired based on needed competencies and aligned with ISO standards	Recruit faculty	College Dean & Dept. Heads	Jan-Jun 2024	On-going	On-going	On-going	On-going	On-going	On-going	Accomplished 89% of the target
<b>OVPAA MFO 3. Faculty Evaluation Services</b>										
<b>PI 3:</b> Number of seminars/trainings/conventions/workshops organized/coordinated for the entire university	Coordinate seminars/trainings/workshops for the entire university	College Dean & Dept. Heads	Jan-Jun 2024	On-going	On-going	On-going	On-going	On-going	On-going	No accomplishments during the rating period
<b>PI 4:</b> Number of seminars/trainings/conventions/workshops	Coordinate/attend seminars/trainings/workshops outside the university	College Dean & Dept. Heads	Jan-Jun 2024	On-going	On-going	On-going	On-going	On-going	On-going	Accomplished 50% of the target

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Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> 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-going	Accomplishment 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-going	Accomplished 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-going	Accomplished 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-going	Accomplished 83.33% of the target
PI 8. Number of departments/institutes/offices supervised	Supervision	College Dean & Dept. Heads	Jan-Jun 2024	On-going	On-going	On-going	On-going	On-going	On-going	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-going	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-going	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-going	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-going	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-going	Accomplished 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-going	Accomplished 85% of the target

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	6 <sup>th</sup> Month	
and monitored as scheduled										
<b>PI 16.</b> 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-going	Accomplished 89% of the target

Prepared by:

  
**JANNET C. BENCURE**  
 Dean, CET

### PERFORMANCE MONITORING FORM

Name of Employee: Michelle A. Borleo

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.	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



## 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: January to June 2024

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.**

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		60/60				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		5				
Overall recommendation:						
Ms. Barbo has been performing excellently in her job. I recommend that she be given recognition and a promotion.						

  
**JANNET C. BENCURE**  
 Immediate Supervisor