DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY
ICT Building, Visayas State University
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: 053 565 0600 local 1022
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VISAYAS STATE UNIVERSITY

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **DIONESIO I ESTUPA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.332
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.52	30%	1.356
TOTAL NUMERICAL RATING			**4.69**

TOTAL NUMERICAL RATING: 4.69
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING   4.69

ADJECTIVAL RATING: **Outstanding**

Prepared by:

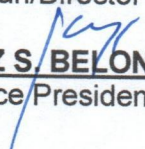**DIONESIO I ESTUPA**
Name of Staff

Reviewed by:

MAGDALENE C. UNAJAN
Department Office Head

Recommending Approval:

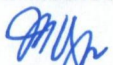**JANNET C. BENCURE**
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. CET·DCST CF123-01

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DIONESIO I. ESTUPA**, Staff of the Department of Computer Science and Technology, 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 and December, 2022.

	Approved:	
DIONESIO I. ESTUPA	**MAGDALENE C. UNAJAN**	**JANET C. BENCURE**
Ratee	Head of Unit	College Dean
Date: July 10 2023	Date: July 12, 2023	Date: July 24, 2023

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishmnt (J-Dec. 2022)	Quality	Efficiency	Timeliness	Average	Remarks: (Indication in percentage should be supported with numerical values in numerators and demominators)
MFO 5	**Support to Operations**	**PI 5.** Number of laboratory class assisted	Documentation	Assist the Moodle online classes and seminars.	10	48	5	5	5	5.00	33 Subjects Moodle Online Classes, 15 Moodle Training/ Seminars participated by VSU Faculty
		PI 6. Number of Hours Training / Seminars Assisted	Training and Seminars	Assiting intallation and Application of Sofwares needed in Trainings and Seminars.	2	24	5	5	5	5.00	TAPHEP, PSITE
MFO 6	**General Admin. & Support Services (GASS)**	**PI 6**. Number of computer laboratory, server room and Internet cafe maintained.	Documentation	Regular maintenance of the computer laboratory, server room and Internet cafe maintained. .	4	8	5	4	4	4.33	ICT 103, ICT 201A & 201B, ICT 202, ICT 203, ICT 101, Internet café and server room.
		PI 7. Number of IT Equipments maintained.	Documentation	Regular maintenance of IT equipments.	50	250	5	4	4	4.33	250 computer units, 6 servers, 5 LCDs, 16 Switch Hubs, 4 computer printers other IT equipments.

		PI 15. Number of IT Equipments repair.	Documentation	Repair of IT equipment from other department.	200	360	5	5	5	5.00	Repaired Desktop Computers Laptop, Printers from other Departments and Offices.
		PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.00	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
		PI 11. Number of Document sign and suggested as VSU TWG`		Signed Purchase Request papers for other office requiring as Technical working Group.	20	30	5	5	4	4.67	Dept. Physics, MMDC, DMATH etc.
Total Over-all Rating										33.33	
Average Rating										4.76	
Adjectival Rating										**Outstanding**	

		Comments & Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by 6)	4.76	o He should practice the skills he got from trainings by keeping maintenance record/logs.
Additional Points:		
Punctuality		o He should attend training on network security.
Approved Additional points (with copy of approval)		
FINAL RATING	4.76	
ADJECTIVAL RATING	Outstanding	

Evaluated and Review:

MAGDALENE C. UNAJAN
Head, DCST
Date: July 12, 2023

Recommending Approval:

JANET C. BENCURE
Dean, CET
Date: July 24, 2023

Approved:

BEATRIZ S. BELONIAS
Vice/Presidend for Academic Affairs
Date: _____

1 - Quality   2 - Efficiency   3 - Tmeliness   4 - Average

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VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period:
Name of Staff: **DIONESIO I. ESTUPA**   Position: **LABORATORY TECHNECIAN**

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					

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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	77				
Average Score	4.52				

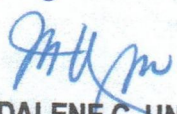Overall recommendation : _Practice keeping logs for all job requests._

MAGDALENE C. UNAJAN
Printed Name and Signature
Head of Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DIONESIO I. ESTUPA
Performance Rating: Outstanding

Aim: To build on the strengths of the employee and identify those areas where the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2023   Target Date: June 2023

First Step:
Send her to training, seminar/ workshop/ for a related to network security

Result:
Attendance in training/workshop on network security.

Date: January 2023   Target Date: June 2023

Next Step:
Advise him to search for seminars, training/workshop offered by DICT or even from TESDA for topics on network security and/or data privacy.

Outcome: Schedules of seminar, training/workshop on network security and/or data privacy.

Final Step/Recommendation: Attend seminar/training/workshop on network security and/or data privacy

Prepared by:

MAGDALENE C. UNAJAN
Unit Head

Conforme:

DIONESIO I. ESTUPA
Laboratory Technician