



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	4.61	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.63

TOTAL NUMERICAL RATING: 4.63
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.63

FINAL NUMERICAL RATING **4.63**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


DIONESIO I. ESTUPA
Name of Staff

Reviewed by:


WINSTON M. TABADA
Head, DCST

Recommending Approval:


ROBERTO C. GUARTE
Dean, CET

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

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 targets in accordance with the indicated measures for the period January to June, 2020.

DIONESIO I. ESTUPA

Ratee
Date:

Approved:

WINSTON M. TABADA

Head of Unit

Date:

ROBERTO C. GUARTE

College Dean

Date:

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan-June 2020)	Rating				Remarks: (Indication in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	PI 10. Number of enrolment assisted as technical	Documentation	Assists the registrar office during enrolment as technical support.	1	1	5	4	4	4.3	VSU enrolment every semester as technical support.
MFO 5	Support to Operations	PI 5. Number of laboratory class assisted	Documentation	Assist the laboratory classes and seminars.	10	35	5	5	4	4.7	
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	4.3	ICT 103, ICT 201A & 201B, ICT 202, ICT 203, ICT 101, Internet café and server room.

		PI 8. Number of IT Equipments repair	Documenta tion	Repair of IT equipment from other department.	5	13	5	5	4	4.7	8 computer units and 2 printers from ISRDS. 5 computer units from the College of Engineering.
		PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complain nt from clients	Zero complaint from clients	5	5	5	5.0	100% no complaint; served clients with courtesy; immediate response to client needs
Total Over-all Rating							27.67				
Average Rating							4.61				
Adjectival Rating							Outstanding				

Average Rating (Total Over-all rating divided by 6)	4.61
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.61
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

- Attendance to more IT-related trainings and seminars to hone skills.
- Attendance to seminars on laboratory assistants good practices.

Evaluated and Review:

WINSTON M. TABADA

Head, DCST

Date: _____

Recommending Approval:

ROBERTO C. GUARTE

Dean, CET

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1- June 30, 2020

Name of Staff: DIONESIO I. ESTUPA

Position: Laboratory Technician

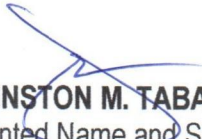
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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					50
Average Score					4.07

Overall recommendation : _____


WINSTON M. TABADA
 Printed Name and Signature
 Head of Office

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 the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: January to June 2020

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: February 2020

Target Date: January to June 2020

Next Step: Attend seminar/ workshop on Computer Hardware Installation Repair and Networking

Outcome: Gained additional knowledge on Computer Hardware Installation Repair and Networking.

Final Step/Recommendation:

Prepared by:


WINSTON M. TABADA
Department Head

Conforme:


DIONESIO I. ESTUPA
Laboratory Technician
