

## Annex P

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **AIDA L. ESTRERA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			

TOTAL NUMERICAL RATING: 4.93

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING:	4.93
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FINAL NUMERICAL RATING 4.93

ADJECTIVAL RATING: Outstanding

Prepared by:

AIDA L. ESTRERA

Name of Staff

Reviewed by:

**MA. RACHEL KIM L. AURE**

Department/Office Head

Recommending Approval:

Approved:

Dean/Director

**ROTACIO S. GRAVOSO**

Vice President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, AIDA L. ESTRERA, of the Instruction and Evaluation Office 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 1 to June 30, 2024.

AIDA L. ESTRERA  
Ratee

Approved: MA. RACHEL KIM L. AURE  
Head of Unit

July 19, 2024

Frontline Services

July 22, 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMF O 2.	HIGHER EDUCATION SERVICES								
MF01 2.	Instruction and Evaluation/ Instructional Materials Development Services								
PI 1.	Number of seminars and trainings assisted which conducted by the IEO and IMDO	Assist seminars and trainings which conducted and facilitated	3	2	5	5	4	4.67	1. Faculty Onboarding - January 15, 2024 2. Go Green Launching- May 29, 2024
UMF O 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
MFO 1.	Administrative and Facilitative Services								
PI7.	Number of Teaching Performance Evaluation by Students (TPES) facilitated every semester per subjects.	Facilitate the printing of TPES Summary of Results every semester.	125	705	5	5	5	5.00	1st Sem A.Y. 2023-2024
		Encoded raw data of TPES results in every subject.	50	206	5	5	5	5.00	VSUIHS (1st sem A.Y. 2023-2024)
MFO 2.	Frontline Services								
PI 1.	Efficient and customer-friendly frontline service	Zero percent complaint from clients served		0%	5	5	5	5.00	No complaint

	Other Responsibilities: As dDRC of the office	Control and file of documents related to ISO. Proper keeping, assigning of control number, filing of documents related to ISO such as Manuals, Quality Procedures, memos, attendance sheets, notice of meeting, communications etc.	100	250	5	5	5	5.00	
	No. of meeting, workshop & seminars attended	Attended meetings & seminars related to university activities and staff development		9	5	5	5	5.00	1. Meeting on the conduct of ISO Surveillance Audit (February 6, 2024) 2. Orientation of the Guidelines & Procedures and Processes (February 23, 2024) 3. Financial Transaction Forum (March 20, 2024) 4. OVPAA/Department Heads Consultation (May 9, 2024) 5. Shaping Culture: Embracing Values for Productive Workplace Performance (May 15, 2024) 6. Sparkling Spaces: Mastering the Art of Housekeeping (May 22, 2024) 7. IMDO Turnover (May 28, 2024) 8. Office Activities Overview (June 25, 2024)
	<b>Other Accomplishment</b>								
		Computed overloads pay for 2nd Sem 2022-2023 and 1st Sem 2023-2024 of main campus faculty	50	399	5	5	4	4.67	2 <sup>nd</sup> Sem 2022-2023 and 1 <sup>st</sup> Sem 2023-2024
	PI 6: Percentage passing of first-time takers in	Facilitated data of licensure board	60%	87.89%	5	5	5	5.00	January-June 2024 (1st & 2nd quarter)



	licensure board examinations	examination as requirement of DBM in the submission of university's accomplishments;							726/826= 87.89%
	PI 4. Percentage of graduates (2 years prior) who are employed	Collected and summarized graduate tracer data needed for PMT perusal for submission to DBM and SUC PBB	41%	86.12%	5	5	5	5.00	January-June 2024 (1st & 2nd quarter) 1067/1239= 86.12%
Total Over-all Rating								44.34	

Average Rating (Total Over-all rating divided by 9)		44.34
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

*Keep up the good work!*

Evaluated & Rated by:

  
**MA. RACHEL KIM L. AURE**  
Dept/Unit Head

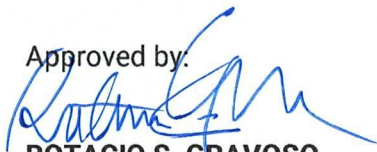
Date: July 22, 2024

Recommending Approval:

N/A  
Dean/Director

Date: \_\_\_\_\_

Approved by:

  
**ROTACIO S. GRAVOSO**  
Vice President

Date: July 24, 2024

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

## PERFORMANCE MONITORING & COACHING JOURNAL

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

**Name of Office:** Instruction and Evaluation Office

**Head of Office:** Dr. MA. RACHEL KIM L. AURE

**Number of Personnel:** 1 Casual Staff, 2 Job Order

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		Minutes of Meeting			Regular monthly meeting
Office Attendance				Log book: DTR’s Biometrics, Personal check-up	ODIE/ OIMD Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	January-June 2024
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	

Follow-up documents	Office Clerks			Schedule	Daily
<b>Coaching</b>					
1. Coaching the staff in-charge in the preparation for the Implementation and Monitoring of TPES. 2. Coaching the staff in-charge in the preparation VSUEE. 3. Coaching and monitor the ODIE staff who are performing their duties and responsibilities at the ODIE office.					January-June 2024

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**MA. RACHEL KIM L. AURE**  
Immediate Supervisor


Noted 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> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
MFO 5								
Support to Operation								
	PI 5.1: Percentage of TPES summary results released on or before the end of the midterm exams of the succeeding semester.	Director, IEO TPES Controller (Aida L. Estrera, Vanessa W. Nazal & Ria L. Cagoyong)	January-June, 2024					
	PI 7.1: Number of training-workshop conducted	Director, IEO IEO & IMDO Staff	January-June, 2024					
	PI 8.1: Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students.	Director, IEO TPES Controller (Aida L. Estrera, Vanessa W. Nazal & Ria L. Cagoyong)	January-June, 2024					
	PI 11.1: Percentage of faculty members evaluated by their supervisor (Faculty Performance Evaluation By Supervisor - FPES)	Director, IEO Acad. Department Heads	January-June, 2024					

Prepared by:

  
**MA. RACHEL KIM L. AURE**  
 Director, IEO



## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: **AIDA L. ESTRERA**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1.	Checking of documents submitted by the different colleges, department, institute and support units under ODIE and OHIMD for appropriate action by the Director for Instruction and Evaluation.	All documents submitted by the different offices are properly check and reviewed	Month of January 2024	Month of February 2024	Month of March 2024	Very Impressive	Outstanding	
2	Assisting seminars/ training workshop conducted by the ODIE.	All documents necessary for the seminars/ training workshop conducted by the ODIE are properly complied.	Month of January 2024	Month of February 2024	Month of March 2024	Very Impressive	Outstanding	
3	Facilitate the printing of TPES Summary of Ratings every semester.	Printing of TPES Summary of Ratings every semester.	Month of February 2024	Month of March 2024	Month of May 2024	Very Impressive	Outstanding	




4	Facilitate the preparation of documents such as PRs, PPMP, communications, Vouchers, BURS, ORS, and accomplishment reports.	Preparation of documents such as PRs, PPMP, communications, Vouchers, BURS, ORS, and accomplishment reports.	Month of January 2024	Month of February 2024	Month of March 2024	Very Impressive	Outstanding	
5	Other responsibilities as dDRC of the office.	All documents related to ISO are properly kept, file and assigned control number of each document.	Month of January 2024	Month of February 2024	Month of May 2024	Very Impressive	Outstanding	

\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

  
**MA. RACHEL KIM L. AURE**  
 Director, Instruction & Evaluation

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: AIDA L. ESTRERA

Performance Rating: \_\_\_\_\_

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 2024

Target Date: January-June 2024

First Step:

To attend training seminar for Administrative Staff

Result:

Learn different techniques on File Management Systems Training

Date: January 2024

Target Date: January-June 2024

Next Step:

Attend training on "File Management Training for Administrative Support Staff"

Outcome:

Gained office skills and techniques to improve the File Management Systems at the office.

Final Step/Recommendation:

Make follow-up for her improvement as support staff.

Prepared by:

  
**MA. RACHEL KIM L. AURE**  
Director, IEO

Conforme:

  
**AIDA L. ESTRERA**  
ERA I





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January-June 2024

Name of Staff: AIDA L. ESTRERA

Position: ERA I

**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>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		59				
Average Score		4.92				
Overall recommendation:						

  
**MA. RACHEL KIM L. AURE**  
 Immediate Supervisor