



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF

## COMPUTER SCIENCE & TECHNOLOGY

Annex P

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

| Particulars<br>(1)  | Numerical<br>Rating<br>(2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.67                       | 70%                      | 3.369                                   |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.67                       | 30%                      | 1.401                                   |
| <b>TOTAL NUMERICAL RATING</b>   |                            |                          | <b>4.67</b>                             |

TOTAL NUMERICAL RATING: 4.67

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.67

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:

**ROTACIO S. GRAVOSO**

Vice President



**DEPARTMENT OF COMPUTER  
SCIENCE AND TECHNOLOGY**

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V01 03-04-2024

No. **CST-DCST ANX-P24-01**



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF COMPUTER  
SCIENCE AND TECHNOLOGY**

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"Exhibit B"

**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 January to June, 2024.

**DIONESIO I. ESTUPA**

Ratee

Date: 7/15/24

Approved:

**MAGDALENE C. UNAJAN**

Head of Unit

Date: 18 JUL 2024

| MFO No.               | MFO Description              | Success/Performance Indicator (PI)                    | Program/Activities/Projects | Tasks Assigned  | Target | Accomplishment (J-Dec. 2022) | Rating  |            |            |         | Remarks: (Indication in percentage should be supported with numerical values in numerators and denominators) |
|-----------------------|------------------------------|---|-----------------------------|---|--------|------------------------------|---------|------------|------------|---------|--|
|                       |                              |   |                             |   |        |                              | Quality | Efficiency | Timeliness | Average |  |
| <b>MFO 2</b>          | <b>Support to Operations</b> | <b>PI 5. Number of Computer laboratory and office</b> | Documentation               | Vfes regular maintenance of the computer and printer maintained . | 1      | 1                            | 4       | 4          | 4          | 4.0     | Vfes Computer laboratory and Office as Computer Technician   |
| <b>MFO 5</b>          | <b>Support to</b>            | <b>PI 5. Number</b>                                   | Documentation               | Assist the Moodle online  | 10     | 48                           | 5       | 5          | 5          | 5.0     | 33 Subjects Moodle Online  |
| <b>MFO 6</b>          | <b>General Admin. &amp;</b>  | <b>PI 6. Number</b>                                   | Documentation               | Regular maintenance of  | 4      | 8                            | 5       | 4          | 4          | 4.3     | ICT 103, ICT 201A &  |
|                       |                              | <b>PI 7. Number</b>                                   | Documentation               | Regular maintenance of  | 50     | 250                          | 5       | 5          | 4          | 4.7     | 250 computer units, 6  |
|                       |                              | <b>PI 15. Number of IT Equipments repair</b>          | Documentation               | Repair of IT equipment from other department.                     | 50     | 75                           | 5       | 5          | 5          | 5.0     | Repaired Desktop Computers Laptop, Printers from other Departments and Offices.                              |
|                       |                              | <b>PI 10. Efficient</b>                               | Service                     | Served clients with   | Zero   | Zero                         | 5       | 5          | 5          | 5.0     | 100% no complaint;   |
| Total Over-all Rating |                              |   |                             |   |        |                              | 28.00   |            |            |         |  |



|                   |             |  |
|-------------------|-------------|--|
| Average Rating    | 4.67        |  |
| Adjectival Rating | Outstanding |  |

|   |             |
|---|-------------|
| Average Rating (Total Over-all rating divided by 6) | 4.67        |
| Additional Points:                                  |             |
| Punctuality   |             |
| Approved Additional points (with copy of approval)  |             |
| FINAL RATING  | 4.67        |
| ADJECTIVAL RATING                                   | Outstanding |

**Comments & Recommendations for Development Purpose:**

encouraged to take the CSE eligibility equivalency to obtain Certificate of eligibility

Evaluated and Review:

MAGDALENE C. UNAAN

Head, DCST

Date:

18 JUL 2024

Recommending Approval:

JANET C. BENCURE

Dean, CET

Date:

7/29/24

Approved:

ROTACIO S. GRAVOSIO

Vice President for Academic Affairs

Date:

8/14/24

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

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Computer Science and Technology

Head of Office: Magdalene C. Unjan


Number of Personnel: 10 Regular Faculty, 1 regular admin staff, 1 dDRC,. 1 LabTech, 3 JOs, 2 Part-time Instructors

| Activity Monitoring  | MECHANISM  |                    |                  |  | Remarks                 |
|--|------------|--------------------|------------------|--|-------------------------|
|  | Meeting    |                    | Memo             | Others (Pls. specify)                    |                         |
|  | One-on-One | Group              |                  |  |                         |
| Monitoring   |            |                    |                  |  |                         |
| Faculty Meeting  |            | Minutes of Meeting |                  |  | Regular monthly meeting |
| Office & Class Attendance  |            |                    |                  | Log book:<br>DTR's,<br>Personal check-up | DCST Faculty and 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   | Utility Workers/<br>Office Clerks |   |                 |  | Daily and reporting of logs every Friday              |
| <b>Coaching</b>   |                                   |   |                 |  |   |
| Classroom Management & Teaching Methods, Evaluation Reports for Staff |                                   | Regular faculty members and part-time faculty members as well | Memo            |  | January – June 2024                                   |
| <b>Mentoring</b>  |                                   |   |                 |  |   |
| Grade computation, TOS, Syllabus Preparation                          |                                   | All newly hired faculty and part-time instructors             |                 |  | February 2024 or the week before the start of classes |
| Research and Extension activities                                     |                                   | Regular faculty members                                       | Department memo |  | Included in the agenda every monthly meeting          |

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

Conducted by:

  
**MAGDALENE C. UNAJan**  
 Immediate Supervisor

Noted by:

  
**JANNET C. BENCURE**  
 Next Higher Supervisor



## TRACKING TOOL FOR MONITORING TARGETS

| Major Final Output/Performance Indicator    | TASK   | ASSIGNED TO | DURATION            | TASK STATUS |   |     |                               |     |                               | remarks   |
|---|--|-------------|---------------------|-------------|---|-----|-------------------------------|-----|-------------------------------|---|
|   |  |             |                     | Jan         | Feb                                       | Mar | Apr                           | May | Jun                           |   |
| MFO 2. Advanced & Higher Education Services | Teaching   | all Faculty |                     |             |   |     |                               |     |                               |   |
| Pi 1. Instruction                           | Instructional Materials Developed/Revised & Utilized and conduct online teaching using Moodle. Revises Course Outline, OBE Syllabi, PowerPoint presentations | All Faculty | JANUARY – JUNE 2024 |             | VC evaluation and submission s of syllabi |     | 1 <sup>st</sup> VC Monitoring |     | 2 <sup>nd</sup> VC Monitoring | 2 <sup>nd</sup> semester AY 2023-2024 Subjects  |
|   | Reviewed/Approves Thesis Outline/Manuscript  |             | JANUARY – JUNE 2024 |             |   |     | Topic proposal defense        |     | Final defense                 | regular students – Alicando, Dadap, Dela Torre, Lubaton, Umpad os students – Albero, Amosco, Arar, Asmolo, Asoque, Cajes, Capino, Cazar, Leros, Luna, Manaog, Monteroso, Piamonte, San Jose |






|   |  |                                     |                        |  |   |  |   |   |   |  |
|---|--|-------------------------------------|------------------------|--|---|--|---|---|---|--|
| <b>MFO 4.<br/>Administration<br/>Services</b> | Signs appointments,<br>requests, certificates, etc.  | <i>MUnajan</i>                      | January –<br>June 2024 | On-<br>going   | On-going  | On-<br>going   | On-going  | On-<br>going  | On-going  | As department<br>head  |
|   | Attends ManCom   | <i>MUnajan</i>                      | January –<br>June 2024 | Attended   | Attended  | Attended   | Attended  | Attended  | Attended  | As member of<br>the CET<br>ManCOM  |
|   | Attends meetings.  | <i>All<br/>Faculty</i>              | January –<br>June 2024 | Departme<br>nt<br>Meetings                                 | Department<br>Meetings                              | Departme<br>nt<br>Meetings                                 | Department<br>Meetings                              | Departm<br>ent<br>Meeting<br>s                                  | Department<br>Meetings                              | Departments,<br>College,<br>University<br>Meetings                             |
|   | Prepares minutes of<br>meetings.   | <i>JMBarrer<br/>a</i>               | January –<br>June 2024 | NOM<br>and<br>minutes<br>of the<br>meeting<br>prepare<br>d | NOM and<br>minutes of<br>the<br>meeting<br>prepared | NOM<br>and<br>minutes<br>of the<br>meeting<br>prepare<br>d | NOM and<br>minutes of<br>the<br>meeting<br>prepared | NOM<br>and<br>minute<br>s of the<br>meetin<br>g<br>prepare<br>d | NOM and<br>minutes of<br>the<br>meeting<br>prepared | As Department<br>Secretary   |
|   | Reviews<br>communications, letters,<br>requests, and<br>appointments.                        | <i>MUnajan</i>                      | January –<br>June 2024 | Daily  | Daily   | Daily  | Daily   | Daily   | Daily   | *Except when<br>on official<br>leave, the OIC<br>takes charge                  |
|   | Releases students'<br>forms, certifications,<br>permits and other<br>communications.         | <i>MDag-<br/>uman<br/>JMartinez</i> | January –<br>June 2024 | Daily  | Daily   | Daily  | Daily   | Daily   | Daily   | Continuing<br>process  |
|   | Delivers, processes and<br>facilitates documents   | <i>Tommy<br/>Valenzon<br/>a</i>     | January –<br>June 2024 | Daily  | Daily   | Daily  | Daily   | Daily   | Daily   | Continuing<br>Process,<br>payroll for JO,<br>job requests<br>etc.              |
|   | Prepares letters,<br>transmittal,<br>acknowledgement letters<br>and other<br>communications. | <i>MDag-<br/>uman<br/>JMartinez</i> | January –<br>June 2024 | Daily  | Daily   | Daily  | Daily   | Daily   | Daily   | Transmittal For<br>Graduating,<br>Request<br>Letters,<br>Financial<br>Reports, |



|  |   |                                     |                        |       |       |       |       |       |       |   |
|--|---|-------------------------------------|------------------------|-------|-------|-------|-------|-------|-------|---|
|  |   |                                     |                        |       |       |       |       |       |       | Vouchers,<br>Purchase<br>Requests   |
|  | Records and releases documents.                       | <i>MDag-<br/>uman<br/>JMartinez</i> | January –<br>June 2024 | Daily | Daily | Daily | Daily | Daily | Daily | Incoming and<br>outgoing<br>communication<br>s                                  |
|  | Files documents.                                      | <i>MDag-<br/>uman<br/>JMartinez</i> | January –<br>June 2024 | Daily | Daily | Daily | Daily | Daily | Daily | Incoming<br>Communicatio<br>ns Students<br>Files, Files<br>other offices.       |
|  | Photocopies documents<br>and other<br>communications. | <i>MDag-<br/>uman<br/>JMartinez</i> | January –<br>June 2024 | Daily | Daily | Daily | Daily | Daily | Daily | Quizzes, Test<br>Papers,<br>Payrolls,<br>Memos,<br>Letters and<br>Appointments. |
|  | Facilitates students'<br>evaluation. (TPES)           | <i>All faculty</i>                  | January –<br>June 2024 |       |       |       | TPES  |       |       | Or as<br>scheduled by<br>the university   |
|  | Performs Faculty<br>Performance Evaluation<br>(FPES)  | <i>MUnajan</i>                      |                        |       |       |       | FPES  |       |       | Or as<br>scheduled by<br>the university   |
|  | Clean the rooms and<br>offices.                       | <i>MBorci,<br/>TValenzo<br/>na</i>  | January –<br>June 2024 | Daily | Daily | Daily | Daily | Daily | Daily | Continuing<br>activities  |

Prepared by:

  
**MAGDALENE C. UNAJAN**  
 Dept. Head, DCST

## 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 2024

Target Date: June 2024

First Step:

Send him to training, seminar/ workshop/ for a related to network security

Result:

Attendance in training/workshop on network security.

Date: January 2024

Target Date: June 2024

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. UNA JAN**  
Unit Head

Conforme:

  
**DIONESIO I. ESTUPA**  
Laboratory Technician





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January -June 2024

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   |   | 56  |   |   |   |   |
| <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   |   |   |   |   |   |   |
| Average Score   |   | 4.66  |   |   |   |   |
| Overall recommendation:   |   | Encouraged to take CSC certification/eligibility. |   |   |   |   |

  
**MAGDALENE C. UNAJAN**  
 Immediate Supervisor