



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF

**COMPUTER SCIENCE &
TECHNOLOGY**

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MICHAEL D. DAG-UMAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.241
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.591

TOTAL NUMERICAL RATING: 4.59
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.59

ADJECTIVAL RATING: Outstanding

Prepared by:

MICHAEL D. DAG-UMAN
Name of Staff

Reviewed by:

MAGDALENE C. UNAJO
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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FM-HRM-27
V01 03-04-2024
No.



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF COMPUTER
SCIENCE AND TECHNOLOGY**

Visca, Baybay City, Leyte, Philippines

Telephone No.: (053) 565-0600 (loc 1022)

Email Address: dcst@vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Michael D. Dag-uman, a Staff member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY commit to the deliver and agree to be rated on the attainment of the following Accomplishment in accordance with the indicated measures for the period January 1, 2024 -December 31, 2024.

MICHAEL D. DAG-UMAN

Ratee

Date:

21 JAN 2025

MAGDALENE C. UNAAN

Head of Unit

Date:

21 JAN 2025

JANET C. BENCURE

College Dean

Date: 23 Jan 2025

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplish ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2.	HIGHER EDUCATION SERVICES								
MFO 2.	Student Management Services								
PI 6.	Additional outputs								
	Number of students devoted for assisting student related activities online	Preparation of documents needed	10	30	5	5	5	5.00	Thru Gmail, Facebook, Messenger
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES								
MFO 1.	Administrative and Facilitative Services								
PI7.	Number of office and laboratory equipment purchased	PR preparation	1	5	5	5	4	4.67	office supplies, airconditioner, PC and monitor, mouse and keyboard
PI 9.	Additional Outputs								
	Preparation and issuance of documents								
	Number of documents prepared and submitted	Preparation, encoding and submission	20	75	5	4	4	4.33	PR, PPMP, Report of Actual Teaching Load, IPCR, Annual Report, Recommendation to attend training, TO, ITINERARY

	Number of Incoming and Outgoing documents recorded & released	Recording	50	120	5	4	4	4.33	Preparation of necessary documents for Hiring , OJT and Graduation documents
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Participant	1	5	5	5	4	4.67	Guidelines and procedures on Processes ASO, 5S , NAP, ARTHA, ICT Capability (DCST)
	Times of Messengerial in the absence of the messenger	delivery of documents to be processed	0	20	5	5	4	4.67	
	Number of Faculty served as proctor in examination	Proctor in the exam	1	2	5	4	4	4.33	Eugene Val Mangaoang, Maricel V. Calhoun
	Number of Faculty served as printing their examination	Printing of Exam	2	4	5	5	4	4.67	Joy Espinosa, Abegail Calixtro, Magdalene Unajan, Yvonn Kyla Magallon
	Frontline Services								
	Efficient and customer-friendly frontline service	Zero percent complaint from clients served	100%	100%	5	5	5	5.00	No complaint
MFO 2.	Additional Outputs/Best Practices								
Number of hours devoted for computer					Total Points			41.67	
Total Over-all Rating					41.67				
Average Rating					4.63				
Adjectival Rating					Outstanding				

Average Rating	4.63
Additional	
Punctuality	
Approved	
FINAL RATING	4.63
ADJECTIVAL	Outstanding

Evaluated and Review:

MAGDALENE C. UNAJAN

Head, DCST

Date: 12 JAN 2025

Recommending Approval:

JANET C. BENCURE

Dean, CET

Date: 13 Jan. 2025

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: _____

Comments & Recommendations for Development Purpose:

Mr. Dag-uman is highly encouraged to attend trainings on office productivity & management like that in PoAP.

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Computer Science and Technology

Head of Office: Magdalene C. Unjan

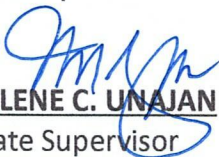
Number of Personnel: 10 Regular Faculty, 1 regular admin staff, 1 dDRC,. 1 LabTech, 3 JOs, 2 Part-time Instructors

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: DTR's, Personal check-up	DCST Faculty and Staff	
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	July to December 2024	
Compliance of University Memos			University memos	Compliance Report		
Leaves (SL, VL, CDO, ect.				Application for Leave Form		


Follow-up documents	Utility Workers/ Office Clerks				Daily and reporting of logs every Friday
Coaching					
Classroom Management & Teaching Methods, Evaluation Reports for Staff		Regular faculty members and part-time faculty members as well	Memo		July - December 2024
Mentoring					
Grade computation, TOS, Syllabus Preparation		All newly hired faculty and part-time instructors			September 2024 or the week after classes has started
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
				July	August	September	October	November	December	
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	July - December 2024		VC evaluation and submission s of syllabi		1 st VC Monitoring		2 nd VC Monitoring	1 st semester AY 2024 - 2025 Subjects
	Reviewed/Approves Thesis Outline/Manuscript		September - December 2024				Topic proposal defense		Final defense	Jimena, Sumodobila, Nierras
	Students On-line / Face to Face Consultations	ALL FACULTY	August - December 2024				Topic proposal defense		Final defense	As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations

	Gives Assignments, Quizzes, Exams, Etc.	All <i>Faculty</i>	July - December 2024				Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	All <i>Faculty</i>	August - December 2024		Gives final grades (myear 2023- 2024)		Midterm Grades (AY 2024 - 2025)		Final Grades (AY 2024 - 2025)	
	Submits research progress reports	<i>Faculty involved in research</i>	July – December 2024		3 rd quarter progress report for research conducted				4 th quarter progress report for research conducted	
	Attends training, Webinar and, workshops	All <i>Faculty</i>	July – December 2024	On- going	On-going	On- going	On-going	On- going	On-going	As resource persons, and participants
	Engages community services	All <i>Faculty</i>	July – December 2024			Impleme ntation of the extension activity				ICT Capability Building for High School Teachers of DepEd Baybay City Division
	Entertain clients through on-line consultation, walk-in consultation	All faculty	July – December 2024	On- going	On-going	On- going	On-going	On- going	On-going	
MFO 4. Administration Services	Signs appointments, requests, certificates, etc.	MUnajan	July – December 2024	On- going	On-going	On- going	On-going	On- going	On-going	As department head
	Attends ManCom	MUnajan	July – December 2024	Attended	Attended	Attended	Attended	Attended	Attended	As member of the CET ManCOM
	Attends meetings.	All <i>Faculty</i>	July – December 2024	Departme nt Meetings	Department Meetings	Departme nt Meetings	Department Meetings	Departm ent Meeting s	Department Meetings	Departments, College,

										University Meetings
	Prepares minutes of meetings.	<i>JMBarrera</i>	July – December 2024	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepared	As Department Secretary
	Reviews communications, letters, requests, and appointments.	<i>MCUnajon</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	*Except when on official leave, the OIC takes charge
	Releases students' forms, certifications, permits and other communications.	<i>MDaguman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	<i>Tommy Valenzona</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job requests etc.
	Prepares letters, transmittal, acknowledgement letters and other communications.	<i>MDaguman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Transmittal For Graduating, Request Letters, Financial Reports, Vouchers, Purchase Requests
	Records and releases documents.	<i>MDaguman JMartinez</i>	July – December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications

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

Prepared by:


MAGDALENE C. UNAJAN
 Dept. Head, DCST

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MICHAEL D. DAG-UMAN

Performance Rating: Outstanding

Aim: Encourage him to attend seminar / workshop on document management and record controlling

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: December 2024

First Step:

Send him to training/seminar/training for document controlling and document management system

Result:

Improved filing system of DCST as well as more efficient document storage and retrieval

Date: July 2024

Target Date: December 2024

Next Step:

Attend seminar / training / workshop on document controlling and data management system

Outcome:

Schedule of the training/workshop/seminar preferably by Commission of the Civil Service

Final Step/Recommendation:

Present certificate of attendance of the said training/workshop/seminar

Prepared by:


MAGDALENE C. UNAJOAN
Department Head

Conforme:


MICHAEL D. DAG-UMAN
Clerk, DCST



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2024

Name of Staff: MICHAEL D. DAG-UMAN Position: ADMINISTRATIVE AIDE III/ CLERK

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		54				
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						
Average Score		4.5				
Overall recommendation:						
Maximize office productivity with other tasks.						


MAGDALENE C. UNAJOAN
 Immediate Supervisor