

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.269
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.619</b>

TOTAL NUMERICAL RATING: 4.62

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     

FINAL NUMERICAL RATING 4.62

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





**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](mailto:dcst@vsu.edu.ph)

"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 December, 2024**.

**DIONESIO I. ESTUPA**

Ratee

Date: *Dec. 19, 2024*

Approved:

  
**MAGDALENE C. UNAJOAN**

Head of Unit

Date: *Dec. 20, 2024*

**JANET C. BENCURE**

College Dean

Date: *23 Jan - 2025*

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks: (Indication in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
MFO 2	Support to Operations	PI 5. Number of Computer laboratory and office maintained.	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



	Support to Operations	PI 5. Number of laboratory class assisted	Documentation	Assist the Moodle online classes and seminars.	10	48	5	5	5	5.0	33 Subjects Moodle Online Classes, 15 Moodle Training/ Seminars participated by VSU Faculty.
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 7. Number of IT Equipments maintained.	Documentation	Regular maintenance of IT equipments.	50	250	5	5	4	4.7	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.	50	75	5	5	5	5.0	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	5.0	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
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

Evaluated and Review:

MAGDALENE C. UNAIA

Head, DCST

Date: Dec. 20, 2014

Recommending Approval:

JANET C. BENCURE

Dean, CET

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

Approved:

ROTACIO S. BRAVO  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

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

Comments & Recommendations for Development Purpose:

Mr. Estupa has served the department for some time already and is very effective in his assigned tasks.

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

## 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

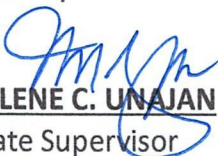
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting			Regular monthly meeting
Office & Class Attendance				Log book: DTR's, Personal check-up	DCST Faculty and Staff
Attendance to university & college activities/ 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
<b>Coaching</b>					
Classroom Management & Teaching Methods, Evaluation Reports for Staff		Regular faculty members and part-time faculty members as well	Memo		July - December 2024
<b>Mentoring</b>					
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 <sup>st</sup> VC Monitoring		2 <sup>nd</sup> VC Monitoring	1 <sup>st</sup> 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


[illegible]



										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>MCUnajana</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: 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: July 2024

Target Date: December 2024

First Step:

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

Result:

Attendance in training/workshop on network security.

Date: July 2024

Target Date: December 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. UNAJOAN**  
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
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
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2
12.	Willing to be trained and developed	5	4	3	2
Total Score		54			
<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
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
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
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2
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
Total Score					
Average Score		4.5			
Overall recommendation: Very productive in his tasks and even served other departments					

  
**MAGDALENE C. UNAJOAN**  
 Immediate Supervisor