



**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	4.72	70%	3.304
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.69	30%	1.407
<b>TOTAL NUMERICAL RATING</b>			<b>4.71</b>

TOTAL NUMERICAL RATING:

4.71

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.71

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

**DIONESIO I ESTUPA**  
Name of Staff

Reviewed by:

**MAGDALENE C. UNA JAN**  
Department/Office Head

Recommending Approval:

**JANNET C. BENCURE**  
Dean/Director

Approved:

**BEATRIZ S. BELONIAS**  
Vice President

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 July and December, 2022.

DIONESIO I. ESTUPA

Ratee

Date: Jan. 9, 2023

Approved:

MAGDALENE C. UNAAN

Head of Unit

Date: Jan 9, 2023

JANNET C. BENCURE

College Dean

Date: 11 January 2023

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	
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	5	4	4	4.3	VFES Computer laboratory and Office as Computer Technician
MFO 5	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 cafe and server room.



		<b>PI 7.</b> Number of IT Equipments maintained.	Documenta tion		50	250	5	5	4	4.7	250 computer units, 6 servers, 5 LCDs, 16 Switch Hubs, 4 computer printers other IT equipments.
		<b>PI 15.</b> Number of IT Equipments repaired.	Documenta tion	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.</b> Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complai nt 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							28.33				
Average Rating							4.72				
Adjectival Rating							Outstanding				

Average Rating (Total Over-all rating divided by 6)	4.72
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.72
ADJECTIVAL RATING	

**Comments & Recommendations for Development Purpose:**

- Very efficient in his assigned tasks.
- Very dependable in terms of computer repair and maintenance.
- Recommended for a permanent position already.

Evaluated and Review:

  
MAGDALENE C. UNAJOAN  
Head, DCST


Date: Jan. 9, 2023

Recommending Approval:

  
JANNET C. BENCURE  
Dean, CET

Date: 11 January 2023

Approved:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs  
Date: \_\_\_\_\_





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: DIONESIO I. ESTUPA

Position: LABORATORY TECHNECIAN

**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	79				
Average Score	4.6				

Overall recommendation : Outstanding. Very skilled in his line of work



**MAGDALENE C. UNAAN**  
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 where the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: July, 2022

Target Date: December 2022

First Step:

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

Result:

Attendance in training/workshop on network security.

Date: July 2022

Target Date: December 2022

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. UNAAN**  
Unit Head

Conforme:

  
**DIONESIO I. ESTUPA**  
Laboratory Technician