



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

### Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.81</b>

TOTAL NUMERICAL RATING: 4.81  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.81


FINAL NUMERICAL RATING: 4.81

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**AIDA L. ESTRERA**  
Name of Staff

Reviewed by:


  
**MA. RACHEL KIM L. AURE**  
Director, Instruction and Evalu

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, AIDA L. ESTRERA, an administrative staff of the Office of the Director for Instruction and Evaluation commits to deliver and agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period **September to December, 2021.**

  
**AIDA ESTRERA**  
 Ratee  
 Date:

Approved:   
**MA. RACHEL KIM L. AURE**  
 Director, Intruction & Evaluation  
 Date:

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment (September - December, 2021)	Rating				Remarks: (Indication in percentage should be supported with numerical values in numerators and demominators)
					Quality	Efficiency	Timeliness	Average	
UMFO 2.	HIGHER EDUCATION SERVICES								
MF01. Curriculum Program Management Services									
	No. of documents from different Colleges, departments, institute and support units under ODIE and OIMD checked/reviewed for appropriate action by the Head of Instructional Materials Development.	Check and review OBE Syllabus, TOS and Instructional Materials.	100	250	5	5	4	4.67	OBE Syllabus, TOS and Instructional Materials of the different colleges, departments and component colleges (Isabel, Alang-alang, Tolosa and Villaba)

	Number of seminars and trainings assisted which conducted by the Office of Instructional Material Development.	Assist seminars and trainings which conducted and facilitated OIMD	1	18	5	5	4	4.67	1. VSUEE Series Training - Workshop (January 11-14, 2021) 2. OVPA REVIEW WORKSHOP ON FLEXIBLE LEARNING MODALITIES (February 02, 2021) 3. Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference (March 15-16 2021) 4. Webinar on Navigating the Digital Shift (March 17 - 18, 2021) 5. Webinar on VSU E-learning Environment for Newly-Hired (March 29 -31, 2021) 6. VSU E-LEARNING ENVIRONMENT Virtual Classroom Management (April 06, 2021) 7. Update and Assessment of Enrolment and Class Scheduling (May 21, 2021) 8.TFS Instructors' Workflow Training – Visayas State University (May 31, 2021) 9. Turnitin Instructor's Workflow Training for Component Colleges (June 17, 2021)
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								10. VSUEE Focal Persons Meeting (July 27, 2021) 11. Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents (July 29-30, 2021) 12. Mandatory Orientation and Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents for Component Campuses (August 2, 2021) 13. VSU Faculty Onboarding 2021 (August 16-18, 2021) 14. VSU Newly-Hired Faculty Onboarding on Flexible Learning Modality (August 19-20,23, 2021) 15. VSU OGS Onboarding 2021 (August 24, 2021) 16. VSUEE Training/Workshop for DevCom (October 7-8, 2021) 17. Training/Workshop on Instructional Materials Development and Production for Flexible Learning - NWSSU - San Jorge Campus (November 25-27, 2021) 18. WIRIS Plugins Orientation (Dec 9, 2021)
					Total points	9.33		

UMFO 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.	50	600	5	5	4	4.67	Printing of TPES Summary Results are done every semester.
MFO 2.	Frontline Services								
PI 1.	Efficient and customer-friendly frontline service	Zero percent complaint from clients served		0%	5	5	5	5.00	
	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 and etc.	250	500	5	5	4	4.67	
					Total Points			14.33	
Total Over-all Rating					23.67				
Average Rating					4.73				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	4.73
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.73
ADJECTIVAL RATING	<b>Outstanding</b>

Evaluated and Review:



**MA. RACHEL KIM L. AURE**

Director, ODIE

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

Comments & Recommendations for Development

Purpose:

she is always on time, willing to work with zeal and enthusiasm. Keep up for good work!

Approved:



**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/15/22

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **September 1 - December 31, 2021**

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

<b>A. Commitment (both for subordinates and supervisors)</b>		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											
Average Score											

Overall recommendation : *she is always on time, willing to work with zeal & enthusiasm. keep up the good work!*

**MA. RACHEL KIM L. AURE**

Printed Name and Signature

Director, Instruction and Evaluation



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **AIDA L. ESTRERA**  
Performance Rating: **Outstanding**

Aim: To build on the strengths of the employee and identify those areas the employee needs improvement.

Proposed Interventions to Improve Performance:

Date: August 2021

Target Date: September – December, 2021

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: August 2021

Target Date: September – December, 2021

Next Step: Attend training on "Effective Office Skills for Administrative Support Staff"

Outcome: Gained office skills for administrative support staff.

Final Step/Recommendation:

Prepared by:

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

Conforme:

  
**AIDA L. ESTRERA**  
ERA I

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