Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Faculty Member: **Mr. DIONESIO I. ESTUPA**

Program Involvement (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
		TOTAL, NUMERICAL RATING	4.48

EQUIVALENT NUMERICAL RATING: **4.48**
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.48**

ADJECTIVAL RATING: **VS**

Prepared by:

DIONESIO I. ESTUPA
Name of Administrative

Reviewed by:

WINSTON M. TABADA
Department Head

Recommending Approval:

ROBERTO C. GUARTE
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

Visayas State University
College of Engineering
DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY
Visca, Baybay City, Leyte

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 targets in accordance with the indicated measures for the period July 1 to December 31, 2018.

DIONESIO I. ESTUPA
Ratee
Date: _____

WINSTON M. TABADA
Head of Unit
Date: _____

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishmnt (Jan-June 2015)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	**Higher Education Services**	**PI 10.** Number of enrolment assisted as technical support.	Documentation	Assists the registrar office during enrolment as technical support.	1	1	4	4	4	4.0	VSU enrolment every semester as technical support.
MFO 5	**Support to Operations**	**PI 5.** Number of laboratory class assisted	Documentation	Assist the laboratory classes.	10	40	5	5	4	4.7	
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	300	5	5	4	4.7	250 computer units, 6 servers, 5 LCDs, 16 Switch Hubs, 4 computer printers other IT equipments.

		PI 8. Number of IT Equipments repair.	Documentation	Repair of IT equipment from other department.	5	20	5	5	4	4.7	5 computer units and 2 printers from ISRDS. 5 computer units from the College of Engineering.
		PI 10. 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	4	4	4.3	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
Total Over-all Rating							26.667				
Average Rating							**4.44**				
Adjectival Rating							**VS**				

2	Brazing Cu-Ag alloy to steel	1.4	4	6	2	65	3	Non-hazardous T1 to T2 (normal)	Dominant source	T1 to T2 / 8 h		
	Welding of aluminium to steel							Non-hazardous T1 to T2 (normal)		Welding fumes		
	Welding of aluminium to steel		4	6	2	65	3	Non-hazardous T1 to T2 (normal)	Dominant source	Welding fumes		
	Welding of aluminium to steel							Non-hazardous T1 to T2 (normal)		Welding fumes		
	Total											
	Average											
	Weighted average											

Average Rating (Total Over-all rating divided by 6)		**4.33**
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		**4.33**
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Get a higher NC level and acquire more ICT skills.

Evaluated & Rated by:

WINSTON M. TABADA
Dept / Head of Unit

Date: _____

ROBERTO C. GUARTE
Dean/ Director

Date: _____

BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

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

Average Rating (Total Overall rating divided by 2)		4.33
Additional Points:		
Punctuality		
Approven Additional points (with copy of approval)		
FINAL RATING		4.33
ADJECTIVAL RATING		

Evaluated & Rated by:

WILMA DR. TURAGA
Deputy Head of Unit

ROBERTO C. CHARRY
Deputy Director

SOLAIYAN S. BELLIOPPA
Vice President for Instruction

Date _____ Date _____ Date _____

Comments & Recommendations for Development Purposes:

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 – December 31, 2018**

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					
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

Annex C

Instrument for Performance Evaluation of Administrative Staff

Rating Period: July 1 – December 31, 2018

Name of Staff: DIONISIO L. BETTINA Position: Law Library Technician

Instruction: In supervisor, please evaluate the effectiveness of your subordinate in contributing towards attainment of the established targets in your department/unit/academic/college/campus using the scale below. Shade/Check the rating.

Score	Descriptive Rating	Qualitative Description
5	Outstanding	The performance always exceeds the job requirements. The staff distinguishes himself/herself always in 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 improvement to meet job requirements
1	Poor	The staff fails to meet job requirements

A. Demonstrates good skills for customer service and supervision	Scale				
1. Demonstrates sensitivity to clients needs and makes the client's experience in transacting business with the office satisfying and rewarding	5	4	3	2	1
2. Makes self available to clients even beyond official time	5	4	3	2	1
3. Submits current monitoring records required by higher offices such as CHED, PRC, DBM, DOST, NEDA, PASUC and similar agency offices within specified date by submitting overtime work duly authorized or other pay	5	4	3	2	1
4. Accepts all assigned tasks as part of the office targets and delivers outputs within the prescribed time	5	4	3	2	1
5. Actively participated in performance of functions of other units/ 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 on official or official matters and logs out upon departure from work	5	4	3	2	1
7. Assigns [illegible]	5	4	3	2	1
8. Supports new ways to improve the work and goes the extra mile for the office/ clients	5	4	3	2	1
9. Accepts additional tasks assigned by the head or by higher office 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-office functions that contribute to or within results as a best practice that is other common attributes of the office or association or clientele	5	4	3	2	1
11. Accepts objective criticisms and listens to suggestions and innovations for improvement of the 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 creativity and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher supervisors	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	58				
Average Score	4.83				

Overall recommendation : _____

WINSTON M. TABADA
Name of Head

2. Visionary and creative in draw strategic and specific plans and tasks of the 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 implementing the output required of his/her unit.	5	4	3	2	1
5. Demonstrates leadership, motives, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the collective targets of the unit.	5	4	3	2	1
Total Score	1.80				
Average Score	4.93				

Overall recommendation :

LIMARTUN DE TAGAO
Name of Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DIONESIO I. ESTUPA**
Performance Rating: **Very Satisfactory**

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

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: July to December, 2019

First Step: Recommend him to attend training seminar for Administrative Staff.
Recommend him to attend seminar/ workshop on "Computer Hardware Installation Repair".
Recommend him to attend seminar workshop on ISO 9001:2015.

Result: Improved customer service and work values.
Gained additional knowledge and techniques on "Computer Hardware Installation Repair".
Gained knowledge about ISO 9001:2015.

Date: July 2018 Target Date: July - December 2018

Next Step: Attend training seminar for Administrative Staff.
Attend seminar/ workshop on "Computer Hardware Installation Repair".
Attend seminar workshop on ISO 9001:2015.

Outcome: Improved customer service and work values.
Gained additional knowledge on "Computer Hardware Installation Repair".
Gained knowledge about ISO 9001:2015.

Final Step/Recommendation:

Prepared by:

WINSTON M. TABADA
Department Head

Corforme:

DIONESIO I. ESTUPA
Laboratory Technician