

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: 4.48ADJECTIVAL RATING: VS


Prepared by:

Reviewed by:


DIONESIO I. ESTUPA
 Name of Administrative


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	Accomplishment (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 complaint 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				

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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		

Evaluated & Rated by:


WINSTON M. TABADA
Dep. / Head of Unit


ROBERTO C. CUARTE
Dean/ Director

Date: _____

Date: _____

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

Comments & Recommendations for Development Purpose:

Get a higher NC level and acquire more ICT skills.


BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

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

Date:

Date:

Date:

Dep't Head of Unit
WILLIAM J. TAYLOR
Evaluated & Rated by

Dean Director
ROBERTO C. GARCIA

Vice President for Instruction
SARA ANN S. BELL-CHINE

ADJECTIVAL RATING		
QUALITY		
EFFICIENCY		
TIMELINESS		
AVERAGE		
ADJECTIVAL RATING		
QUALITY		
EFFICIENCY		
TIMELINESS		
AVERAGE		

Comments & Recommendations for Development Proposed:

Instrument for Performance Effectiveness of Administrative StaffRating Period: July 1 – December 31, 2018Name 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

Instrument for Performance Evaluation of Administrative Staff

Rating Period: July 1 - October 31, 2018

Name of Staff: OLUWATOBI KESTER A. HOUSTON, Laboratory Technician

Instrument for supervision: Please evaluate the effectiveness of your subordinates in contributing towards attainment of the objectives of your department/organization using the scale below. Circle the appropriate rating.

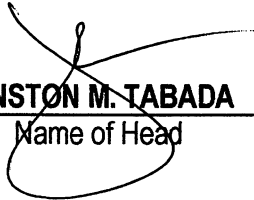
Qualitative Rating	Quantitative Description	Score
Outstanding	The performance of the subordinate exceeds the job requirements. The staff has the capacity to perform tasks in best practice of the unit. He is an exceptional individual.	5
Very Satisfactory	The performance of the subordinate meets the job requirements.	4
Satisfactory	The performance of the subordinate meets the job requirements.	3
Fair	The performance of the subordinate meets the job requirements.	2
Poor	The staff fails to meet job requirements.	1

1. Demonstrates sensitivity to client's needs and makes the client's experience in conducting business with the office smooth and rewarding.	5	4	3	2	1
2. Makes and available to clients even beyond official time.	5	4	3	2	1
3. Submits report not only on record, but also on other matters such as CHED, DSWD, DOST, WEDA, PASAD and similar agencies' requests within specified time by running overtime work even without overtime pay.	5	4	3	2	1
4. Takes all assigned tasks as first or last of the office tasks and delivers outputs within the prescribed time.	5	4	3	2	1
5. Contributes in maintaining the office in a state of cleanliness and order.	5	4	3	2	1
6. Responds to client's needs and requests promptly.	5	4	3	2	1
7. Regularly reports to work on time, logs in upon arrival, records pass slip when authorized on control matters and is not absent from the office without work.	5	4	3	2	1
8. Takes care of the office of his work without delay.	5	4	3	2	1
9. Responds to client's needs and requests promptly.	5	4	3	2	1
10. Maintains office hours during leave periods by performing other functions that are required to which results in a best practice that is in accordance with the office or institution of clients.	5	4	3	2	1
11. Applies effective solutions and opens to suggestions and innovations for improvement of the work environment.	5	4	3	2	1
12. Willing to be trained and developed.	5	4	3	2	1

13. Leadership: (For supervisor only to be rated by higher management)	Score
1. () Manager was trained and equipped in the areas of good to fair management and conditions from subordinates and staff of higher management.	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

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

Corfome:


DIONESIO I. ESTUPA
Laboratory Technician

1. *Phylogenetic relationships* – phylogenetic tree
 2. *Phylogenetic relationships* – phylogenetic tree

09-06-08 08:00:00 [REDACTED] assigned to [REDACTED] on 06-07-08 at 08:00:00
[REDACTED]

te nantioselective synthesis of chiral amino alcohols by using 15

[illegible]

CONFIDENTIAL

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8795.7000 C.A. Price & Robert Bland

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Large (unrelated) molecules: composed of amino acids, nucleic acids, lipids, etc.

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the 1990s, the number of people in the world who are undernourished has declined from 1.1 billion to 800 million. The number of people who are malnourished has declined from 1.5 billion to 1 billion. The number of people who are obese has increased from 100 million to 300 million. The number of people who are overweight has increased from 100 million to 300 million. The number of people who are undernourished has declined from 1.1 billion to 800 million. The number of people who are malnourished has declined from 1.5 billion to 1 billion. The number of people who are obese has increased from 100 million to 300 million. The number of people who are overweight has increased from 100 million to 300 million.

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1. REPTILES AND AMPHIBIANS
 (a) Reptiles