



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	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.88

FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: Outstanding

Prepared by:

AIDA L. ESTRERA
Name of Staff

Reviewed by:

MA. RACHEL KIM L. AURE
Director, ODIE

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 agreed to be rated on attainment of the following targets in accordance with the indicated measures for the period July 1 to December 31, 2022.


AIDA ESTRERA
 Ratee
 Date: January 17, 2023

Approved:


MA. RACHEL KIM L. AURE
 Director, Instruction & Evaluation
 Date: January 24, 2023

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment (January - December, 2022)	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	9	5	5	5	5.00	1. Mandatory Orientation Program- February 3, 2022 2. VSU Faculty Onboarding - February 7-8, 2022 3. VSUEE Webinar for Newly Hired VSU Faculty- February 9-10, 2022 4. OGS Onboarding - February 24, 2022 5. Preparation of OBE Syllabi Seminar Workshop for CAFS Faculty on April 4 & 6, 2022. 6. Preparation of OBE Syllabi Seminar Workshop for DepPhys Faculty 7. Seminar Workshop on the Preparation of OBE Syllabi for all VSU Faculty. 8. Turnitin Administrative Workthrough- March 9, 2022. 9. Turnitin Instructor's Workflow Training - March 16-17, 2022. 10. Orientation-Writeshop on OBE Course Syllabus for Graduate – April 6, 2022 11. Orientation-Writeshop on OBE Course Syllabus for Graduate School Programs – April 8, 2022
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					12. Preparing on Out-Based Education (OBE) Course Syllabus for Graduate Course – June 8, 2022
					13. Launching of VSUEE's Branded Moodle App – July 8, 2022
					14. Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Person, and College Hotline Agents (Main) – August 25, 2022
					15. Mandatory Orientation and Orientation of Academic Advisers, Department Enrolment Focal Person, and College
					16. VSU Faculty Onboarding 2022 – September 8-9, 2022
					17. VSU Newly-Hired Faculty Onboarding on Flexible Learning Modality – September 8-9, 2022
					18. VSU TEACHER AKO! Orientation on the Roles of being a Teacher – October 5, 2022
				Total points	9.67

UMFÖ 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	
	Secretariat Member NBC 461 8th Cycle 2022 (QCE and CCE fo VSU Faculty)	In-charge in the consolidating, sorting, reviewing important supporting documents of VSU faculty (VSU Main Campus and Component Colleges)which are needed for their NBC 461 8th Cycle 2022	50	260	5	5	5	5.00	Consolidate, sort, review of important supporting documents of the VSU faculty (VSU Main Campus and Component Colleges) which are needed for their NBC 461 8th Cycle 2022
					Total Points			19.33	
Total Over-all Rating					29.00				
Average Rating					4.83				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	4.83
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.83
ADJECTIVAL RATING	Outstanding

Evaluated and Review:


MA. RACHEL KIM LAURE

Director, ODIE

Date: January 23, 2023

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

Comments & Recommendations for Development
Purpose:

Keep up the good work!

Approved:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: January 24, 2023

PERFORMANCE MONITORING FORM

Name of Employee: AIDA L. ESTRERA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Checking of documents submitted by the different colleges, department, institute and support units under ODIE and OHIMD for appropriate action by the Director for Instruction and Evaluation.	All documents submitted by the different offices are properly check and reviewed	Month of January 2022	Month of February 2022	Month of February 2022	Very Impressive	Outstanding	
2	Assisting seminars/ training workshop conducted by the ODIE.	All documents necessary for the seminars/ training workshop conducted by the ODIE are properly complied.	Month of January 2022	Month of January 2022	Month of January 2022	Very Impressive	Outstanding	
3	Facilitate the printing of TPES Summary of Ratings every semester.	Printing of TPES Summary of Ratings every semester.	Month of April 2022	Month of July 2022	Month of August 2022	Very Impressive	Outstanding	

4	Other responsibilities as dDRC of the office.	All documents related to ISO are properly kept, file and assigned control number of each document.	Month of January 2022	Month of February 2022	Month of February 2022	Very Impressive	Outstanding	
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* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


MA. RACHEL KIM L. AURE
 Director, Instruction and Evaluation



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1, 2022 – December 31, 2022**

Name of Staff: **Aida L. Estrera**

Position: **Education Research Assistant 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

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		60				

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 : Keep up the good work!


MA. RACHEL KIM L. AURE
 Director, Instruction and Evaluation

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: Office of the Director for Instruction and Evaluation

Head of Office: Dr. MA. RACHEL KIM L. AURE

Number of Personnel: 1 Regular Staff, 2 Job Order

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		Minutes of Meeting			Regular monthly meeting
Office Attendance				Log book: DTR's Biometrics, Personal check-up	ODIE/ OIMD Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	July 1 – December 31, 2022
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	

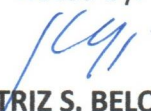
Follow-up documents	Office Clerks			Schedule	Daily
Coaching					
1. Coaching the staff in-charge in the preparation for the Implementation and Monitoring of TPES. 2. Coaching the staff in-charge in the preparation VSUEE. 3. Coaching and monitor the ODIE staff who are performing their duties and responsibilities at the ODIE office.					January 1– June 30, 2022

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


MA. RACHEL KIM L. AURE
Immediate Supervisor

Noted by:


BEATRIZ S. BELONIAS
Next Higher Supervisor

EMPLOYMENT 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: November 2022

Target Date: January-December 2023

First Step: Attend training seminar for Administrative Staff

Result: Improved customer service and work values

Date: November 2022

Target Date: January-December 2023

Next Step: Attend training on "Problem Solving in Decision Making"

Outcome: Gained knowledge in solving problem an decision making

Final Step/Recommendation:

Make follow-up for her improvement as office staff.

Prepared by:


MA. RACHEL KIM L. AURE
Director, Instruction and

Evaluation

Conforme:


AIDA L. ESTRERA
ERA 1