



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%	3.332
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	30%	1.356
TOTAL NUMERICAL RATING			4.69


TOTAL NUMERICAL RATING: 4.69

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.69

ADJECTIVAL RATING: **Outstanding**

Prepared by:

DIONESIO I ESTUPA
Name of Staff


Reviewed by:

MAGDALENE C. UNAJAN
Department/Office Head

Recommending Approval:


JANNET C. BENCURE
Dean/Director

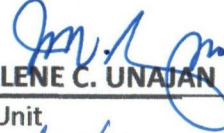
Approved:



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, 2023.


DIONESIO I. ESTUPA
 Ratee
 Date: 01/09/2024

Approved: 
MAGDALENE C. UNAJAN
 Head of Unit
 Date: 01/09/2024


JANET C. BENCURE
 College Dean
 Date: 1/15/24

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	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 café and server room.

		PI 7. Number of IT Equipments maintained.	Documenta tion	Regular maintenance of IT equipments.	50	250	5	5	4	4.7	250 computer units, 6 servers, 7 LCDs Projector, 11 Units Switch Hubs, 4 computer printers & other IT equipments.
		PI 15. Number of IT Equipments repair	Documenta tion	Repair of IT equipment from other department.	200	360	5	5	5	5.0	Repaired Desktop Computers, Laptop, Printers etc. from other Departments and Offices.
		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	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							"O"				

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	Outstanding

Comments & Recommendations for Development Purpose:

He has been an asset of the university with his skills.
He is highly recommended for a permanent position.

Evaluated and Review:

MAGDALENE C. UNAJAN

Head, DCST

Date: 01/10/2024

Recommending Approval:

JANET C. BENCURE

Dean, CET

Date: 01/10/24

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/10/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

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		56				

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	24				
Average Score	4.70				

Overall recommendation : Take the CSC examination.


MAGDALENE C. UNAJAN
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MR. DIONESIO I. ESTUPA

Performance Rating: Outstanding

Aim: Encourage to take the Civil Service Commission Examination for Government Servants

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: December 2023

First Step:

Send him to the university review center for review on the CSC exam.

Result:

Attendance in the CSC exam review.

Date: Throughout the school year.

Target Date: December 2023

Next Step:

Send in application to take the CSC Examination.

Outcome: Examination application sent and is scheduled for the national CSC examination.

Final Step/Recommendation: Instruct him to continue reviewing in preparation for the CSC examination.

Prepared by:


MAGDALENE C. UNAJan

Unit Head

Conforme:


DIONESIO I. ESTUPA
Name of Ratee Faculty/Staff