



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:

Reviewed by:


AIDA L. ESTRERA
Name of Staff


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

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 January 1 to June 30, 2022.


AIDA ESTRERA

Ratee

Date: July 20, 2022

Approved:


MA. RACHEL KIM L. AURE

Director, Instruction & Evaluation

Date: July 22, 2022

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment (September-December, 2021 <i>January-June 22 P.</i>)	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.
					Total points			9.67	

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	
	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 L. AURE

Director, ODIE

Date: July 22, 2022

Comments & Recommendations for Development
Purpose:

Keep up the good work.
Recommend her to attend Seminars/Trainings
for Administrative support staff to further
improve her knowledge and skills in relation
to her office work.

Approved:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: July 22, 2022

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1, 2022 – June 30, 2022**

Name of Staff: **Aida L. Estrera** Position: **ERA 1**

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	
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		60				
Average Score		5.00				

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, 1 Casual Staff, 5 Job Orders

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	January 1 – June 30, 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

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO I. Compliance to CSC Rules & Regulations								
PI 1. Percentage in spearheading in the developing of TPES Eval. System, monitoring and conduct of the evaluation.	1. In-charge in the developing of TPES Evaluation System.	Norman Villas – System Administrator	January – June, 2022				✓	
	2. Monitoring and conduct of TPES Evaluation.	Vanessa Nazal – Technical Support	January – June, 2022				✓	
	3. Generates the TPES Summary of Rating.	Vanessa Nazal – Staff In-charge	January – June, 2022				✓	
		Aida Estrera – Staff In-charge	January – June, 2022				✓	
		Charity Maarat – Staff In-charge	January – June, 2022				✓	
		Ria Cagoyong – Staff In-charge	January – June, 2022				✓	
		Rafael Vergara – Staff in-charge	January – June, 2022				✓	
PI2. Percentage in spearheading the planning of instructional material development and coordination the publication of the same.	1. Reviewed, check and issued certification of IMs submitted for publication.	Nancy Abunda – Head, OHIMD	January – June, 2022				✓	
PI3. Percentage of syllabi, TOS and VSUEE monitored.	1. Reviewed, check and approved OBE Syllabi, TOS and VSU monitor.	Nancy Abunda – Head, OHIMD	January – June, 2022				✓	
		Charity Maarat- Staff In-charge	January – June, 2022				✓	

PI4. Number of seminars/ trainings/ workshops coordinated for entire university.	1. Spearhead and facilitate seminars/ trainings/ workshops coordinated for entire university.	Nancy Abunda-Head, OHIMD	January – June, 2022				✓	
		Rafael Vergara – Staff In-charge	January – June, 2022				✓	
		Charity Maarat – Staff In-charge	January – June, 2022				✓	
		Vanessa Nazal – Staff In-charge	January – June, 2022				✓	
		Aida Estrera – Staff In-charge	January – June, 2022				✓	
MFO 2. Compliance to RA 9485								
PI1. Number of Office PPMP for the following year within deadline as prescribed by BAC	1. Prepares the Office PPMP for the following year within deadline as prescribed by BAC	Rafael Vergara Jr. – Staff In-charge	January – June, 2022				✓	
PI1. Number of documents prepare such as Vouchers, BURS, ORS, Purchase Request, Leave forms and accomplishment reports.	2. Prepares documents such as Vouchers, BURS, ORS, Purchase Request, Leave forms and accomplishment reports.	Rafael Vergara Jr. – Staff In-charge.	January – June, 2022				✓	

Prepared by:


MA. RACHEL KIM L. AURE
 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: January 2022

Target Date: January – June, 2022

First Step: Attend training seminar for Administrative Staff.

Result: Learn different techniques on File Management Systems Training.

Date: January 2022

Target Date: January to June 2022


Next Step: Attend training on "File Management Training for Administrative Support Staff"

Outcome: Gained office skills and techniques in order to improve the File Management Systems at the office.

Final Step/Recommendation:

Make follow-up for her improvement as office support staff.

Prepared by:


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

Conforme:


AIDA L. ESTRERA
ERA I