

**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: **MICHAEL D. DAG-UMAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.62	70%	3.234
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.401
<b>TOTAL NUMERICAL RATING</b>			<b>4.63</b>

TOTAL NUMERICAL RATING: 4.63

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.63

ADJECTIVAL RATING: Outstanding

Prepared by:

**MICHAEL D. DAG-UMAN**

Name of Staff

Reviewed by:

**MAGDALENE C. UNAJan**

Department/Office Head

Recommending Approval:

**JANNET C. BENCURE**

Dean/Director

Approved:

**ROTACIO S. GRAVOSO**

Vice President





### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MICHAEL D. DAG-UMAN**, an administrative staff of the **DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY** commits to deliver and agreed to be rated on attainment of the following Accomplishments in accordance with the indicated measures for the period January to June, 2024.

**MICHAEL D. DAG-UMAN**

Ratee

Date: **16 JUL 2024**

**MAGDALENE C. UNAJO**

Department Head

Date: **18 JUL 2024**

Date: 10 JUL 2024

Date: 10 JUL 2024

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks	
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
UMFO 2.	HIGHER EDUCATION SERVICES									
MFO 2.	Student Management Services									
PI 6.	Additional outputs									
	Number of students devoted for assisting student related activities online	Preparation of documents needed	10	20	5	5	5	5.00	Thru Gmail, Facebook, Messenger	
					Total points				5.00	
UMFO 6.	GENERAL ADMINISTRATION & SUPPORT SERVICES									
MFO 1.	Administrative and Facilitative Services									
PI 7.	Number of office and laboratory equipment purchased	PR preparation	1	3	5	5	4	4.66	office supplies, airconditioner, PC and monitor, mouse and keyboard	
PI 9.	Additional Outputs									
	Preparation and issuance of documents									
	Number of documents prepared and submitted	Preparation, encoding and submission	20	50	5	5	4	4.66	PR, PPMP, Report of Actual Teaching Load, IPCR, Annual Report, Recommendation to attend training, TO, ITINERARY	
	Number of Incoming and Outgoing documents recorded & released	Recording	50	100	4	4	4	4.00	Preparation of necessary documents for Hiring , OJT and Graduation documents	
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Participant	1	3	5	5	5	5.00	Guidelines and procedures on Processes ASO, SS	
	Times of Messengerial in the absence of the messenger	delivery of documents to be processed	0	15	4	4	4	4.00		



	Frontline Services								
	Efficient and customer-friendly frontline service	Zero percent complaint from clients served	0%	100%	5	5	5	5.00	No complaint
	Number of hours devoted for computer maintenance				Total Points			27.32	
					32.32			<i>Comment:</i> Encouraged to attend PsAP For career development	
					4.62				
Total Over-all Rating					32.32				
Average Rating					4.62				
Adjectival Rating					Outstanding				
Total Over-all Rating									

Evaluated & Rated by:

*MUN*  
**MAGDALENE O. UNA JAN**  
Department Head  
Date: 11 8 JUL 2024

Recommending Approval

*JAN*  
**JANNET C. BENCURE**  
Dean, CET  
Date: 7/24/24

Approved by:

*Rotacio S. Gravoso*  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs  
Date: 8/24/24

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Computer Science and Technology

Head of Office: Magdalene C. Unjan


Number of Personnel: 10 Regular Faculty, 1 regular admin staff, 1 dDRC,. 1 LabTech, 3 JOs, 2 Part-time Instructors

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting			Regular monthly meeting
Office & Class Attendance				Log book: DTR's, Personal check-up	DCST Faculty and Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	January - June 2024
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	


Follow-up documents	Utility Workers/ Office Clerks				Daily and reporting of logs every Friday
<b>Coaching</b>					
Classroom Management & Teaching Methods, Evaluation Reports for Staff		Regular faculty members and part-time faculty members as well	Memo		January – June 2024
<b>Mentoring</b>					
Grade computation, TOS, Syllabus Preparation		All newly hired faculty and part-time instructors			February 2024 or the week before the start of classes
Research and Extension activities		Regular faculty members	Department memo		Included in the agenda every monthly meeting

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

Conducted by:

  
**MAGDALENE C. UNAJan**  
 Immediate Supervisor

Noted by:

  
**JANNET C. BENCURE**  
 Next Higher Supervisor



## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						remarks
				Jan	Feb	Mar	Apr	May	Jun	
MFO 2. Advanced & Higher Education Services	Teaching	all Faculty								
PI 1. Instruction	Instructional Materials Developed/Revised & Utilized and conduct online teaching using Moodle. Revises Course Outline, OBE Syllabi, PowerPoint presentations	All Faculty	JANUARY – JUNE 2024		VC evaluation and submission s of syllabi		1 <sup>st</sup> VC Monitoring		2 <sup>nd</sup> VC Monitoring	2 <sup>nd</sup> semester AY 2023-2024 Subjects
	Reviewed/Approves Thesis Outline/Manuscript		JANUARY – JUNE 2024				Topic proposal defense		Final defense	regular students – Alicando, Dadap, Dela Torre, Lubaton, Umpad os students – Albero, Amosco, Arar, Asmolo, Asoque, Cajés, Capino, Cazar, Lérios, Luna, Manaog, Monteroso, Piamonte, San Jose






<b>MFO 4. Administration Services</b>	Signs appointments, requests, certificates, etc.	<i>MUnajan</i>	January – June 2024	On- going	On-going	On- going	On-going	On- going	On-going	As department head
	Attends ManCom	<i>MUnajan</i>	January – June 2024	Attended	Attended	Attended	Attended	Attended	Attended	As member of the CET ManCOM
	Attends meetings.	<i>All Faculty</i>	January – June 2024	Departme nt Meetings	Department Meetings	Departme nt Meetings	Department Meetings	Departm ent Meeting s	Department Meetings	Departments, College, University Meetings
	Prepares minutes of meetings.	<i>JMBarrera</i>	January – June 2024	NOM and minutes of the meeting prepare d	NOM and minutes of the meeting prepared	NOM and minutes of the meeting prepare d	NOM and minutes of the meeting prepared	NOM and minute s of the meetin g prepare d	NOM and minutes of the meeting prepared	As Department Secretary
	Reviews communications, letters, requests, and appointments.	<i>MUnajan</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	*Except when on official leave, the OIC takes charge
	Releases students' forms, certifications, permits and other communications.	<i>MDag- uman JMartinez</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing process
	Delivers, processes and facilitates documents	<i>Tommy Valenzon a</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job requests etc.
	Prepares letters, transmittal, acknowledgement letters and other communications.	<i>MDag- uman JMartinez</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Transmittal For Graduating, Request Letters, Financial Reports,



										Vouchers, Purchase Requests
	Records and releases documents.	<i>MDag- uman JMartinez</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communication s
	Files documents.	<i>MDag- uman JMartinez</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communicatio ns Students Files, Files other offices.
	Photocopies documents and other communications.	<i>MDag- uman JMartinez</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Quizzes, Test Papers, Payrolls, Memos, Letters and Appointments.
	Facilitates students' evaluation. (TPES)	<i>All faculty</i>	January – June 2024				TPES			Or as scheduled by the university
	Performs Faculty Performance Evaluation (FPES)	<i>MUnajan</i>					FPES			Or as scheduled by the university
	Clean the rooms and offices.	<i>MBorci, TValenzo na</i>	January – June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing activities

Prepared by:

  
**MAGDALENE C. UNAJAN**  
 Dept. Head, DCST

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MICHAEL D. DAG-UMAN

Performance Rating: Outstanding

Aim: Encourage him to attend seminar / workshop on document management and record controlling

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

Send him to training/seminar/training for document controlling and document management system

Result:

Improved filing system of DCST as well as more efficient document storage and retrieval

Date: January 2024

Target Date: June 2024

Next Step:

Attend seminar / training / workshop on document controlling and data management system

Outcome:

Schedule of the training/workshop/seminar preferably by Commission of the Civil Service

Final Step/Recommendation:

Present certificate of attendance of the said training/workshop/seminar

Prepared by:

  
**MAGDALENE C. UNAJOAN**  
Department Head

Conforme:

  
**MICHAEL D. DAG-UMAN**  
Clerk, DCST





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January -June 2024

Name of Staff: MICHAEL D. DAG-UMAN Position: ADMINISTRATIVE AIDE III/ CLERK

**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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		4.66				
Overall recommendation: Encouraged to attend POAP for career development						

  
**MAGDALENE C. UNAJOAN**  
 Immediate Supervisor