



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	4.61	70%	3.23
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
		TOTAL, NUMERICAL RATING	4.67

EQUIVALENT NUMERICAL RATING: 4.67

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.67

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:


DIONESIO I. ESTUPA

Name of Administrative


MAGDALENE C. UNAAN

Department Head

Recommending Approval:


JANNET C. BENCURE

College Dean


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

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 and December, 2021.


DIONESIO I. ESTUPA

Ratee

Date:

March 7, 2022

Approved:


MAGDALENE C. UNAAN

Head of Unit

Date:

March 10, 2022


JANNET C. BENCURE

College Dean

Date:

March 11, 2022

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (J-June 2021)	Rating				Remarks: (indication in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	PI 10. Number of enrolment assisted as technical	Documentation	Assists the registrar office during enrolment as technical support.	1	1	5	4	4	4.3	VSU Online enrolment as technical support.
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 cafe and server room.
		PI 7. Number of IT Equipments maintained.	Documentation	Regular maintenance of IT equipments.	50	250	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.	Documentat ion	Repair of IT equipment from other department.	5	13	5	4	4	4.3	155 computer units and 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 compla int 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							27.67				
Average Rating							4.61				
Adjectival Rating							"O"				

Average Rating (Total Over-all rating divided by 6)	4.61
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.61
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

① Attend more trainings / workshops / seminars.

Evaluated and Review:

MAGDALENE C. UNAIAJAN

Head, DCST

Date: March 10, 2022

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Date: 03/22/2022

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

1 - Quality

2 - Efficiency

3 - Tmeliness

4 - Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July 1 - December 31, 2020**

Name of Staff: **DIONESIO I. ESTUPA**

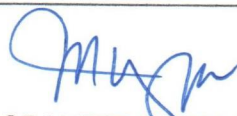
Position: **Laboratory Technician**

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	5	4	3	2	1

	further increase effectiveness of the office or satisfaction of clientele					
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		57				
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		25				
Average Score		4.82				
Overall recommendation	: Keep up the good work and attend trainings for self development.					


MAGDALENE C. UNAJOAN
 Printed Name and Signature
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DIONESIO I. ESTUPA**

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: July 2021

Target Date: July to December 2021

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: July 2021

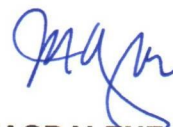
Target Date: July to December 2021

Next Step: Attend seminar/ workshop on Computer Hardware Installation Repair and Networking

Outcome: Gained additional knowledge on Computer Hardware Installation Repair and Networking.

Final Step/Recommendation:

Prepared by:



MAGDALENE C. UNAJOAN
Department Head

Conforme:



DIONESIO I. ESTUPA
Laboratory Technician