

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	4.56	70%	3.19
2 Supervisory/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
		TOTAL, NUMERICAL RATING	4.59

EQUIVALENT NUMERICAL RATING: 4.59

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.59

ADJECTIVAL RATING: Outstanding

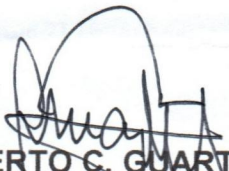
Prepared by:

Reviewed by:


DIONESIO I. ESTUPA
Name of Administrative


WINSTON M. TABADA
Department Head

Recommending Approval:


ROBERTO C. GUARTE
College Dean


BEATRIZ S. BELONIAS
Vice President for Instruction

Visayas State University
College of Engineering
DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY
Visca, Baybay City, Leyte

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

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 January to June, 2019.


DIONESIO I. ESTUPA

Ratee

Date: _____


WINSTON M. TABADA

Head of Unit

Date: _____

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jan-June 2015)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	PI 10. Number of enrolment assisted as technical support.	Documentation	Assists the registrar office during enrolment as technical support.	1	1	5	4	4	4.3	VSU enrolment every semester as technical support.
MFO 5	Support to Operations	PI 5. Number of laboratory class assisted	Documentation	Assist the laboratory classes.	10	35	5	5	4	4.7	
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.	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.	Documentation	Repair of IT equipment from other department.	5	13	5	4	4	4.3	8 computer units and 2 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 complaint 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							27.333				
Average Rating							4.56				
Adjectival Rating							O				

Average Rating (Total Over-all rating divided by 6)		4.56
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.56
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

should attend more trainings and take skills certification exams.

Evaluated & Rated by:

WINSTON M. TABADA
Dept. / Head of Unit

ROBERTO C. GUARTE
College Dean

BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

Date: _____

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January 1 – June 30, 2019

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 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	5	4	3	2	1

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: January 2019

Target Date: January to June 2019

First Step: Attend training seminar for Administrative Staff.

Result: Improved customer service and work values.

Date: February 2019

Target Date: January to June 2019

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:


WINSTON M. TABADA
Department Head

Conforme:


DIONESIO I. ESTUPA
Laboratory Technician