



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **AIDA L. ESTRERA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70%	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.92

EQUIVALENT NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING: **4.92**

ADJECTIVAL RATING: **Outstanding**


Prepared by:


AIDA L. ESTRERA
Name of Staff

Reviewed by:



MA. RACHEL KIM L. AURE
Director, IEO


Approved by:


BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, AIDA L. ESTRERA, an administrative staff of the 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, 2023.


AIDA L. ESTRERA
 Ratee
 Date: 8/30/23

Approved:

MA. RACHEL KIM L. AURE
 Director, Intruction & Evaluation
 Date: 8/31/23

MFO & PAPs	Success/ Performance Indicator (PI)	Tasks Assigned	Target	Actual Accomplishment (September - December, 2021)	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	5	5	5	5	5	5.00	1. Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents (February 10, 2023) 2. VSU Faculty Onboarding - February 17, 2023 3. Webinar on Table of Specification (TOS and Item Analysis (April 4, 2023) 4. Turnitin Feedback Studio Instructor's Workflow Training (April 17, 2023) 5. CHEDRO-8 Monitoring Visit (June 8-9, 2023)
					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.	100	1000	5	5	4	4.67	1. Printing of TPES Summary Results are done every semester. 2. Conduct Face to Face Teaching Performance Evaluation by Students in Villaba Campus (Jan. 13, 16, 17, 20, 2023) 3. Conduct Face to Face Teaching Performance Evaluation by Students in VSU-IHS (May 23-25, 2023) 4. Conduct Face to Face Teaching Performance Evaluation by Students in Villaba Campus (June 1-2, 2023) 5. Conduct Face to Face Teaching Performance Evaluation by Students in the Department of Biological Science (DBS) Main Campus (June 21-23, 2023)
	Number of Purchase Request prepare & submit	PR preparation & submission for IEO and IMDO	2	5	5	5	5	5.00	Purchase Request of the two (2) offices the IEO and IMDO.
	Number of PPMP prepare and submit to BAC	PPMP preparation for IEO and IMDO	2	5	5	5	5	5.00	PPMP of the two (2) offices the IEO and IMDO
	Number of Vouchers, ORS, RIS of IEO	Vouchers, ORS, RIS	2	5	5	5	5	5.00	Vouchers, ORS, RIS of IEO.
MFO 2.	Frontline Services								
PI 1.	Efficient and customer-friendly frontline service	Zero percent complaint from clients served		0%	5	5	5	5.00	No complaints

	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	Filing the documents of IEO related to ISO.
	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	0%	5	5	5	5.00	
					Total Points			34.33	
Total Over-all Rating					44.00				
Average Rating					4.89				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)	4.89
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.89
ADJECTIVAL RATING	Outstanding

Evaluated and Review:


MA. RACHEL KIM L. AURE

Director, IEO

Date: 8/31/23

Comments & Recommendations for Development

Purpose:

Ms. Estreva demonstrates sensitivity to clients needs. Keeps accurate records and willing to work beyond office hours.

Approved:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/31/23

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: AIDA L. ESTRERA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Checking of documents submitted by the different colleges, department, institute and support units under ODIE and OHIMD for appropriate action by the Director for Instruction and Evaluation.	All documents submitted by the different offices are properly check and reviewed	Month of January 2023	Month of February 2023	Month of February 2023	Very Impressive	Outstanding	
2	Assisting seminars/ training workshop conducted by the ODIE.	All documents necessary for the seminars/ training workshop conducted by the ODIE are properly complied.	Month of January 2023	Month of January 2023	Month of January 2023	Very Impressive	Outstanding	
3	Facilitate the printing of TPES Summary of Ratings every semester.	Printing of TPES Summary of Ratings every semester.	Month of April 2023	Month of July 2023	Month of August 2023	Very Impressive	Outstanding	

4	Facilitate the preparation of documents such as PRs, PPMP, communications, Vouchers, BURS, ORS, and accomplishment reports.	Preparation of documents such as PRs, PPMP, communications, Vouchers, BURS, ORS, and accomplishment reports.				Very Impressive	Outstanding	
4	Other responsibilities as dDRC of the office.	All documents related to ISO are properly kept, file and assigned control number of each document.	Month of January 2023	Month of February 2023	Month of February 2023	Very Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


MA. RACHEL KIM L. AURE
 Director, IEO



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January 1, 2023 – June 30, 2023**

Name of Staff: **Aida L. Estrera**

Position: **Education Research Assistant I**

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		5				

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						
Average Score						

Overall recommendation : (G.W) Ms. Estreva performs excellently
in all the tasks assigned to her. She is also willing to
work beyond office hours (as needed)

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation Office

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Instruction and Evaluation Office

Head of Office: Dr. MA. RACHEL KIM L. AURE

Number of Personnel: 1 Casual Staff, 2 Job Order

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, 2023
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, 2023

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

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:

Target Date: January 1 – June 30, 2023

First Step: Attend training seminar for Administrative Staff.

Result: Learned different techniques on File Management Systems Training.

Target Date: January 1- June 30, 2023

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 his improvement as support staff.

Prepared by:


MA. RACHEL KIM L. AURE
Director, IEO

Conforme:


AIDA L. ESTRERA
ERA I