



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

RECEIVED

424-064
06 MAR 2024

Name of Administrative Staff: Chizka Mae M. Estallo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.444
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.889

TOTAL NUMERICAL RATING: 4.889

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.889

FINAL NUMERICAL RATING 4.889

ADJECTIVAL RATING: Outstanding

Prepared by:

CHIZKA MAE M. ESTALLO
Name of Staff

Reviewed by:

ELDON P. DE PADUA
Department/Office Head

Recommending Approval:

IVY C. EMNACE
Director for Research

Approved:

DENNIS P. PEQUE
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHIZKA MAE M. ESTALLO, of the RENEWABLE ENERGY RESEARCH CENTER 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- December 2023.

*transferred from Accounting Office to Renewable Energy Research Center last August 17, 2023

CHIZKA MAE M. ESTALLO

Ratee

Date: 1/22/24

Approved:

ELDON P. DE PADUA

Director, RERC

Date: 1/22/24

Rating Equivalents:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair
- 1 - Poor

MFO & PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec. 2023)	Percentage (%) of Accomplishment as of December 31, 2023	Actual Accomplishment	Rating				Remarks
						Q¹	E²	T³	A⁴	
UMFO5: SUPPORT TO OPERATIONS										
OVPAF MFO2: Financial Services and Management										
ODF MFO2: Accounting Services										
Acctg MFO1: ISO 9001:2015 aligned documents										
	PI1. Number of quality procedures prepared/revised	Assists in preparing/revising quality procedures	1	100%	1	5	5	5	5.00	Accomplished 100% of new procedure manual
	No. of internal and external documents posted/monitored	Posts/monitors internal and external documents	320	95%	305	5	5	5	5.00	305 posted/ monitored internal and external documents
Acctg MFO2: Innovation & best practices services										
	PI2. Number of innovation for improved university operations	Assists in the scanning and uploading the files	1	100%	1	5	5	5	5.00	continuous usageof google drive backup files
	PI3. Number of best practices achieved	Prepares and submits financial documents	1	100%	1	5	5	5	5.00	timely submission of financial documents
UMFO6: GENERAL ADMINISTRATION SUPPORT SERVICES										
OVPAF MFO2: Financial Services and Management										
ODF MFO2: Accounting Services										
Acctg MFO1: Administration Support Services & Management										
	PI1. Customer Friendly Service	Serves client with courtesy; immediate response to client needs and inquiries	100% no complaint	100% no complaint	100% no complaint	5	5	5	5.00	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
	PI2. Number of external linkages for improved financial management developed/ maintained	Facilitates external linkages for the improvement of financial transactions	6	100%	6	5	5	5	5.00	6 external linkages (PCC, GSIS, BIR, PHILHEALTH, PAG-IBIG & VSUCC)
	Number of office communications/documents drafted	Drafts office communications/ documents	25	52%	13	5	5	5	5.00	13 communication/ certifications drafted
	Number of OPCR target and accomplishment assisted, reproduced and submitted	Approved OPCR	3	67%	2	5	5	5	5.00	OPCR January-December 2023 target and OPCR January-June accomplishment 2023

	Number of IPCR target and accomplishment assisted, reproduced and submitted	Approved IPCR	33	67%	22	5	5	4	4.67	IPCR January-December 2023 target and IPCR January-June accomplishment 2023 with attachments
Acctg MFO2: Disbursement / Processing Services										
	No. of summary from payroll encoded error free	Encodes summary from payroll error free	520	77%	398	4	5	5	4.67	Regular, PCC, Casual payroll
	No. of entries encoded error free	Encodes individual remittances of premiums and loan repayments to agency's database (GSIS, Philhealth, HDMF, BIR, LBP and others)	38,800	94%	36,500	5	4	5	4.67	36,500 individual remittances of premiums and loan repayments remitted to concered agency
	No. of Tax Remittance Advice (TRA) prepared/consolidated within mandated time	Prepares/Consolidates Tax Remittance Advice (TRA) within mandated time	12	58%	7	5	5	5	5.00	1 TRA for 5 campuses per month (VSU Main, Alang-alang, Isabel, Tolosa and Villaba
	No. of fund type monitored for BIR remittances	Monitors fund type for BIR remittances	7	71%	5	5	5	4	4.67	(101 GF, 101T, 164 STF, 161 IGP, PCC, VSU PhilHealth Prof. fees, VSU Philhealth)
	No. of remittance list per fund prepared within mandated time	Prepares monthly consolidated remittance list to various agencies as supporting documents	370	65%	240	5	5	5	5.00	240 monthly consolidated remittance list
	No. of vouchers for remittances prepared error free (journalizing accounting entry included)	Prepares disbursement vouchers for remittances to different agencies	370	65%	240	5	5	5	5.00	206 disbursement vouchers prepared for different agencies
	No. of Obligation Request and Status (ORS) or Budget Utilization Request & Status (BURS) prepared error free	Prepares Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)	190	73%	138	5	5	5	5.00	138 Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)
	No. of BIR quarterly report prepared	Prepares BIR quarterly report	12	58%	7	5	5	5	5.00	
	No. of individual income tax return and alphalist prepared within mandated time	Prepares Annual Information Return of Income Tax withheld on Compensation and Final Withholding Tax(2307 & 2316)	1200	74%	893	5	4	5	4.67	
	No. of BIR documents submitted within mandated time	Submits Monthly BIR Remittances (eFPS) and Annual Information Return of Income Tax withheld on Compensation and Final Withholding Tax (BIR Form No. 2307 & BIR Form No. 2316)	80	61%	49	5	5	5	5.00	
	No. of vouchers, RIS and PR's prepared	Prepares vouchers, RIS and PR's with supporting documents needed for the office as petty cashier	2	50%	1	5	5	5	5.00	
UMFO 3 . RESEARCH SERVICES										

[illegible]

	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of the functions as an administrative staff and deputy documents and records controller	100%	100%	100%	5	5	5	5.00	Complied all requirements as scheduled and maintained a standard filing and documentation
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100%	100%	100%	5	5	5	5.00	Provided full support in the preparation of supporting documents for ISO Evaluation
	On institutional certifications	Prepares all required documents for the VSU's ISO Re-accreditation, surveillance audits, and internal quality audits	20	150%	30	5	5	5	5.00	Maintained at least 30 documents for the VSU ISO Recertification
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	Provides customer friendly frontline services to clients	zero complaint	100%	100%	5	5	5	5.00	Served clients with courtesy and efficiency; Provided immediate response to client needs and inquiries. Received No complaint from clients
	PI 3: Additional Outputs	Receive the RERC OFIs, NCs, and CARs. Facilitate the formulation of corrective actions and action plans. Remind the head of office from time-to-time to ensure the on-time submission and completion. Follow-up the status of the corrective actions and action plans for further appropriate actions of	100%	100%	100%	5	5	5	5.00	Facilitated the formulation of corrective actions and action plans and followed-up status from time-to-time. Reminded the head of office from time-to-time to ensure the on-time submission and completion.
	A 49. Percentage of planning and monitoring documents attended	Prepare, facilitate, and keep track of OTP, SWOT Matrix, Risk Assessment, Physical Accomplishment of Operation, Quarterly, Mid-year and Annual Reports, IPCR, OPCR and other monitoring reports required by the institution for	100%	100%	100%	5	5	5	5.00	Prepared, facilitated processing and kept track of Planning documents, Accomplishments, Reports, IPCRs & OPCR and other monitoring reports.
	A 50. Percentage of Procedure Manual (PM), Guidelines (GL) and Forms (FM) updated to the latest version	Ensure that all PMs, GLs, and FMs on file are updated and ready for use	100%	100%	100%	5	5	5	5.00	Ensured that PMs, GLs, and FMs are updated and ready for use

	Number of documents attended and served	Prepare, facilitate, and keep track of all administrative and financial transactions including preparation and submission of PPMP and PR in accordance with established and/or standard documentation and filing procedures	500	100%	500	5	5	5	5.00	Facilitated administrative and financial transactions such as payrolls, vouchers, communications, minutes and notice of meetings, travel documents; and maintained a standard filing system
	Number of Committee involvement	Perform responsibilities assigned as member of a committee as dDRC	1	100%	1	5	5	5	5.00	Member Of deputy documents and records controller dDRC of RERC
	Number of academic lecture/laboratory rooms maintained	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance	2	100%	2	5	5	5	5.00	Supervised the maintenance of cleanliness of the lecture/laboratory rooms and facilitated the purchase of supplies and materials
	Area of lawn maintained (sq.m, approx.)	Facilitate the purchase of cleaning and maintenance tools and materials and monitor the frequency and extent of cleaning and maintenance	1,161	100%	1161	5	5	5	5.00	Supervised the maintenance of the RERC surroundings including the RE Pak and the ram pump-supported vegetable production demonstration area and facilitate the purchase of supplies and materials for maintenance
	Number of office and laboratory & office tools and equipment maintained to best condition	Monitor the status of the various office and laboratory tools and equipment and propose appropriate actions as need arises	193	130%	250	5	5	5	5.00	Supervised the repair and maintenance of various office and laboratory tools and equipment
					Total points:	188.00	188.00	188.00	98.33	Comments & Recommendations for Development Purposes She is an excellent administrative staff. She is very productive and efficient in handling administrative-, financial-, research- and extension-related transactions . It is highly recommended for her to attend seminars/trainings related but not limited to records and office management and control, stress management, work-life balance, etc.
Total Over-all Rating						98.33				
Average Rating						4.92				
Additional points:										
Approved additional points (with copy of approval) :										
Final Rating						4.92				
Adjectival Rating						Outstanding				
1 - quality 2 - efficiency 3 - timeliness 4 - average										
Evaluated and Rated by: _____ Recommending Approval: _____ Approved: _____										

1 - quality 2 - efficiency 3 - timeliness 4 - average

Evaluated and Rated by:

ELDON P. DE PADUA
Director, RERC

Date: 1/20/24

Recommending Approval:

IVY C. EMNAGE
Director for Research

Date: 1/24/24

Approved:

DENNIS P. PEQUE
Vice President for Research, Extension
and Innovation

Date: 1/24/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2023

Name of Staff: Chizka Mae M. Estallo Position: Admin. Aide IV

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	58				
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	: Attend/participate to relevant trainings to ensure and improve the quality of service and work efficiency.				


ELDON P. DE PADUA

Printed Name and Signature
 Director, RERC

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Chizka Mae M. Estallo

Performance Rating: _____

Aim: Familiarize Research, Extension and Innovation process and procedures and to become an effective and efficient *deputy Document and Records Controller* of Renewable Energy Research Center (RERC) in support to CET's Program on Internal Accreditation and Certification and VSU's Internalization.

Proposed Interventions to Improve Performance:

Date: August 2023

Target Date: December 2023

First Step: Familiarize and review the Research, Extension and Innovation procedure manuals

Reorientation of all members on the principles of 5'S

Reorientation of all members on documents and records management practices

Result: She is now more familiar with the Research, Extension and Innovation process and procedures

Working knowledge on the 5's principles

Better records management practice

Date: _____


Target Date: _____

Next Step:


Outcome: _____

Final Step/Recommendation: Should pursue graduate studies

Prepared by:


ELDON P. DE PADUA
Director, RERC

Conforme:


CHIZKA MAE M. ESTALLO
Admin. Aide IV, RERC