Venturina, Rio Alyssa

Sr. Software Engineer

Manager: Arjay Gallentes
Evaluated By: Arjay Gallentes

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Organization: Axos Business Center Team VII (Arjay Gallentes)
Location: ABC Manila Office
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Questions

What do you do? How do you describe your role, duties, and responsibilities? Please be specific.

Manager Evaluation

Response:

Employee Evaluation

Response:

I'm an **OutSystems Developer** responsible for designing, developing, and delivering modern applications using the OutSystems low-code platform. My role focuses on turning business needs into clear, effective, and user-friendly solutions. I'm involved throughout the entire development process—from gathering requirements to testing and deploying applications.

Currently, I'm working on the **AXOS Universal Core (AUC)** project, where I play an active role in supporting our team's progress and success.

Key Responsibilities:
- Work closely with developers, product owners, and project managers to understand needs and create solutions.
- Convert business ideas into well-designed, easy-to-use application features.
- Build new functionalities and ensure they perform as expected.
- Test features, fix issues, and support the application after deployment.
- Finish assigned work on time while keeping quality and performance in mind.
- Follow coding standards and team practices, including code reviews and patterns.
- Present completed features to QA teams and stakeholders for feedback.
- Explore new technologies like AI to improve development speed and efficiency.
- Take initiatives for improvement of processes, such as code quality checks and deployment steps.

What processes do you perform? Please refer to the specific process maps or procedures for the tasks you perform, manage, or have impacted. If no process map exists, please describe the task and write "no process map or procedure".

Manager Evaluation	Employee Evaluation
Response:	Response: The processes that I perform includes **development processes and collaboration and feedback procedures**. That derives the following responsibilities and activities:

(Employee Evaluation Response continued):

- **Requirements Gathering**
    - Collaborate with POs and PMs to gather and understand business needs.
    - Clarify user requirements and translate them into technical specifications; and
    - Coordinate with the developers for the expected code patterns or pre-requisites before starting the development.

- **Design & Solution Planning**
    - Design user-friendly, well-structured application features.
    - Align designs with business goals and UI/UX designs
    - Communicate and brainstorm with the OutSystems team for solutions/ ideas to resolve known issues or concerns.

- **Development & Coding**
    - Develop new features using OutSystems low-code platform
    - Follow established coding standards, team practices, and design patterns.
    - Participate in code reviews to ensure quality and consistency.

- **Testing & Quality Assurance**
    - Conduct unit testing and feature testing to ensure functionality and performance.
    - Fix issues and bugs identified during testing.
    - Present completed features to QA teams for formal testing.

- **Deployment & Delivery**
  - Support deployment activities, following standardized pre-QA checklist before proceeding to deployment.
  - Ensure smooth transition from development to testing environments.

- **Continuous Improvement**
  - Take initiative to improve processes, including code quality checks and deployment efficiency.
  - Explore and adopt new technologies (e.g., AI) to enhance development speed and outcomes.

- **Collaboration & Feedback**
  - Work closely with developers, product owners, and project managers to during all project phases.
  - Present completed features to stakeholders for feedback and validation.
  - Incorporate feedback from QA teams and other team members into development cycles.

What metrics do you use to manage your performance? How do you know you are doing a good job? Please be specific (number of calls per day, number of closed loans per month).

Manager Evaluation	Employee Evaluation
Response:	Response: I manage my key metrics and achievements through the help of Azure DevOps and by active participation for the team's overall success as follows:

On the employee side:

I manage my key metrics and achievements through the help of Azure DevOps and by active participation for the team's overall success as follows:

- **PBI Completion Rate:** Completed 14 out of 14 assigned PBIs from Sprint 4 to Sprint 12
- **On-Time Delivery:** All assigned PBIs moved to 'Done' before sprint closure.
- **Bug Rate Related to PBIs:**
  - Total PBIs assigned: **14**
  - Bugs reported: **5**, all during **Sprints 4 and 5**
  - **Zero defects** from **Sprint 6 to Sprint 13**, showing improved quality
  - All bugs were **resolved within the same day** of being reported

- **Feature Acceptance Rate:**
  - **All 11 PBIs assigned to me from Sprint 6 to Sprint 13** were accepted by QA and stakeholders on first review
  - **3 PBIs from Sprint 4 & Sprint 5** were later accepted after resolving known defects.

- **Active participation** in code reviews and team discussions (daily scrums, 2x a week refinement, sprint retrospective, planning, review and demo meetings every 3rd and 4th week of the month)
- **Continuous improvement** focus applying lessons learned to reduce defect rate

How do you report progress to your supervisor? (What reports, meetings, etc?)

Manager Evaluation	Employee Evaluation
Response:	Response: Progress is consistently communicated to my supervisor through the following channels:

- **Azure DevOps (ADO)**, ensuring assigned work items reflect accurate progress, including updates to task status, comments, and completion details
- **Sprint Demos and Reviews meeting**, where completed work and progress on assigned PBIs are presented to the team, stakeholders, and supervisor
- **Ignite Timesheet**, where I log daily activities and work hours to provide visibility into the tasks I worked on each day

These established processes ensure my supervisor has full visibility of progress without the need for separate reporting sessions.

Which processes / routine tasks have you improved / suggested improvement? What are the specific improvements suggested or made? a. Please refer to specific process maps and procedures for the processes you perform, manage, or have impacted, or if you have created a new process, please describe it. b. If suggested, please outline action steps to implement, include dependencies.

Manager Evaluation	Employee Evaluation
Response:	Response: In my role, I consistently performed tasks that support the team's development

standards, process adherence, and delivery of high-quality outputs.

1. Technical Documentation of PBIs
- Prepared detailed technical documentation for all PBIs assigned.
- Included comprehensive feature descriptions, acceptance criteria, technical scenarios, database references, and sample queries to support development and QA activities.

2. Screen Recordings for End-to-End Testing
- Conducted end-to-end screen recordings of completed PBIs.
- Provided clear, transparent demonstrations of feature functionality to assist QA validation and stakeholder understanding.

3. Peer and Code Review Participation
- Performed peer and code reviews in line with the team's established code review checklist.
- Focused on ensuring code quality, adherence to development standards, and early identification of potential issues.

4. Pre-QA Checklist Execution
- Consistently applied the Pre-QA Checklist to ensure work is complete and ready for QA.
- Covered:
    - Requirements and design verification.
    - Development completion checks.
    - Code quality reviews, unit testing, smoke testing, and test case validation.

5. PBI Demonstrations
- Conducted PBI demos to QA and team members before formal handover.
- Ensured features are clearly explained, addressing questions and supporting team alignment.

In summary, the impacts I performed are maintained high standards of documentation and testing support, consistent contribution to efficient QA processes and reduced rework, and supported the team's overall

goal of delivering quality outputs aligned with established processes.

What other improvements have you suggested (sales, product, group interactions, etc.)? Please be specific.

Manager Evaluation	Employee Evaluation
Response:	Response: I have taken the initiative to build **Code Quality Standard & Deployment Checklist** that can be used by the team in future deployments. This checklist aims to: • Improve communication and cooperation among developers, testers, and stakeholders. • Establish clear guidelines and best practices for development and deployment. • Integrate automation into testing, deployment, and other repetitive tasks. • Minimize errors and downtime during deployments. • Maintain high standards for performance, security, and user experience. • Fully utilize the tools and capabilities provided by OutSystems to streamline processes. While still in progress, this checklist is intended to support smoother and more reliable deployments, contributing to overall process improvement.

What improvement opportunities exist to make your role more efficient? What ideas do you have to reduce waste or inefficient work? What are the required action steps?

Manager Evaluation	Employee Evaluation
Response:	Response: To make my role more efficient, I see opportunities to improve requirement clarity and avoid last-minute rework by asking more targeted questions during refinement and ensuring acceptance criteria are clear from the start. I can also break down large PBIs into smaller tasks to better manage time and progress. Strengthening self-testing and peer reviews will help reduce defects before handoff to QAs.

What improvements have you made or suggested?: How did you positively influence the attitude of your colleagues? Please be specific.

Manager Evaluation

Response:

Employee Evaluation

Response: In terms of positively influencing my colleagues:

- I consistently maintain a collaborative and approachable attitude, making it easy for team members to ask questions or seek support.
- I share technical knowledge and documentation that helps the team, such as providing clear references, database queries, and screen recordings for PBIs.
- During peer reviews, I give constructive feedback in a respectful and supportive manner to promote learning rather than criticism.
- I actively engage in team discussions and stay open to feedback, helping create an environment where everyone feels encouraged to contribute.

What are your goals? What would you like to accomplish in the next six months? Please make your goals "SMART" - specific, measurable, attainable, relevant, and time-sensitive.

Manager Evaluation

Response:

Employee Evaluation

Response: **Goal 1: Explore New Technologies, Specifically AI**

- **Specific:** Begin exploring AI concepts and tools relevant to software development to expand technical knowledge and stay updated with emerging technologies.
- **Measurable:** Complete at least one AI-focused learning course, webinar, or workshop, and apply insights by documenting at least one potential use case relevant to OutSystems or software development.
- **Achievable:** Dedicate time outside of project work for self-paced learning and exploration.
- **Relevant:** Gaining AI knowledge aligns with staying competitive and adaptable in the evolving technology landscape.
- **Time-bound:** Learning activity and documented use case to be completed within the next six months.

Goal 2: Contribute to Development Best Practices and Process Improvements

- **Specific:** Actively engage in team discussions to support and contribute to best practices and process streamlining within the OutSystems development process.
- **Measurable:** Provide at least two documented suggestions or feedback on improving development standards, checklists, or processes.
- **Achievable:** Participate in refinement sessions, retrospectives, and peer reviews to observe areas for improvement.
- **Relevant:** Contributing to process improvements enhances team efficiency and code quality.
- **Time-bound:** Suggestions and contributions to be made within the next six months.

Goal 3: Achieve New OutSystems Certification
- **Specific:** Obtain an additional OutSystems certification to enhance technical credentials.
- **Measurable:** Successfully register, prepare, and pass the OutSystems certification exam.
- **Achievable:** Allocate study time weekly and leverage available training resources.
- **Relevant:** Additional certification aligns with professional growth and supports project delivery capabilities.
- **Time-bound:** Certification to be completed within the next six months.

What are your goals? What would you like to accomplish in the next 2 years? Goals over the longer term can be more aspirational.

Manager Evaluation	Employee Evaluation
Response:	Response: **Become a Recognized Technical Specialist in OutSystems and Complementary Technologies** - Deepen my technical expertise in OutSystems, focusing on advanced development, complex integrations, and performance optimization. - Broaden my skills in key technologies that complement low-code development, such as JavaScript, CSS, and AI tools relevant to OutSystems.

- Aim to be a reliable resource within the team for solving complex technical challenges and providing technical guidance when needed.

Actively Drive Process Excellence and Technical Quality Within the Team
- Contribute to improving and streamlining development processes, standards, and technical documentation to support team efficiency.
- Initiate or support efforts that reduce technical debt, improve deployment reliability, and ensure high-quality deliverables.
- Focus on creating a positive technical environment where quality and collaboration are consistently prioritized.

Process Maps: Please list the names of all process maps in the iGrafx platform that relate to your specific role. If applicable, please list the names of process maps that relate to your specific role which have yet to be created, so that you get credit for these as well.

Manager Evaluation	Employee Evaluation
Response:	Response:

Employee Evaluation — Response:

- **Development Process**
  I actively follow and support the established development process by:
  - Applying the Pre-QA Checklist to ensure readiness before QA turnover.
  - Participating in peer and code reviews based on the team's checklist.
  - Conducting screen recordings to ensure transparent end-to-end testing.
  - Providing relevant database references and sample queries.
  - Performing detailed technical documentation for PBIs.

- **Refinement and Estimation Process**
  During PBI refinement sessions, I:
  - Contribute to providing realistic estimations based on complexity and dependencies.
  - Participate in discussions to clarify requirements and technical considerations.

- **Software Development Lifecycle (SDLC) — Deployment Checklist Initiative**
  As part of supporting the SDLC, I initiated the creation of a Deployment Checklist to:
  - Improve consistency and efficiency during release activities.
  - Reduce potential deployment errors or missed steps.
  - Standardize the deployment process.
  - Once finalized, this checklist will serve as a reference to help ensure smoother and more reliable deployments for the team.

Additional Feedback

Additional Feedback: Please feel free to tell us what else you would like us to know about your role in the company, or anything else on your mind.

Manager Evaluation	Employee Evaluation
Response:	Response: I'm grateful for the opportunity to contribute to the team and continuously grow in my role. My focus is to further strengthen my technical skills, support process improvements, and be a dependable resource for the team. I'm also open to exploring new tools or learning opportunities that can help me perform better and add value to the team.