



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: MARIA FATIMA B. ESTROSAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

MARIA FATIMA B. ESTROSAS
Name of Staff

Reviewed by:

ANTONIO P. ABAMO
Department/Office Head

Recommending Approval:

MARIA JULIET C. CENIZA
Vice President, Research, Extension & Innovation

Approved:

MARIA JULIET C. CENIZA
Vice President, Research, Extension & Innovation

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
Visca, Baybay City, Leyte

RECEIVED
8 45
19 MAY 2022
[Signature]

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR) _ Accomplishment

I, MARIA FATIMA B. ESTROSAS, of the OVPRE, Extension Office 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 to December, 2021.

[Signature]
MARIA FATIMA B. ESTROSAS

Science Aide

Date: January 17, 2022

[Signature]
ANTONIO P. ABAMO

Director for Extension

Date: January 17, 2022

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target		Rating				Remark
					Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 4. Extension Services										
1	Extension Administration Services	No. of extension project reports retrieved/ Consolidated/submitted on time	Monitors and consolidates all VSU funded extension projects' targets and accomplishments for integration and submission to OVPRG and error free	10	10	4.8	4.9	4.8	4.8	
		Extension Physical Quarterly Reports	Consolidates quarterly reports for quarterly targets for submission to OVPRG and error free	2	2	5	5	4.8	4.9	
		No. of monitored workloads of Faculty and Staff involved in Extension Activities	Monitors and evaluates the extension workloads of faculty and staff	230	250	4.8	4.8	4.8	4.8	
	Extension Services	No. of Trainings/In-House Review/Agri Fair and Exhibits assisted/facilitated	Assists/documents/facilitates in the conduct of trainings, In-House Review, Agri-Fair and other related activities	10	50	5	5	4.9	4.9	

		Other tasked assigned by superior	Acts on requests as documenter or facilitator and other related activities assigned by superiors	10	10	5	5	5	5	
Total Over-all Rating									24.4	
Average Rating									4.8	
Adjectival Rating						Outstanding				
Average Rating (Total Over-all rating divided by 4)						Comments & Recommendations for Development Purpose: <i>she works effectively but she needs to improve on her punctuality to report to work</i>				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Evaluated and Rated by:


ANTONIO P. ABAMO

Director for Extension

Date: January 17, 2022

1 – quality

2 – Efficiency

3 – Timeliness

4 - Average

Recommending Approval:


ANTONIO P. ABAMO

Director for Extension

Date: January 17, 2022

Approved:


MARIA JULIET C. CENIZA

Vice Pres. for Research, Extension and Innovation

Date: January 17, 2022



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2021

Name of Staff: MARIA FATIMA B. ESTROSAS

Position: Science Aide

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 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					
58/12 = 4.83					

Overall recommendation

Very effective worker but she needs to improve on her punctuality in reporting work



ANTONIO P. ABAMO
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA FATIMA B. ESTROSAS

Performance Rating: Outstanding

Aim: To be a regular employee

Proposed intervention to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 1, 2021

Target: December 31, 2021

First Step:

Apply for civil service examination on midyear and/or by October, depends on the CSC schedule of examination.

Second Step:

Pass the Civil Service examination

Result:

There were No Civil Service Eligibility Exam for the year 2021 due to pandemic

Date: January 1, 2022

Target: June 30, 2022

Next Step:

1. Apply again for civil service examination on January-June (depends on the CSC Schedule)
2. Finished my graduate studies on Agricultural Extension minor in Development Communication

Outcome:

Applied for the CSC Professional pen and paper Exam last April 22, 2022, waiting for the examination day on June 19, 2022

Outlined the thesis proposal and complied the INC grades on some major courses

Final Step/Recommendation:

*She works systematically but needs to finish her
M Sc. degree aside from passing the Civil Service Exam*

Prepared by:

ANTONIO P. ABAMO
Immediate Supervisor

Conforme:

MARIA FATIMA B. ESTROSAS

Ratee