

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

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	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.86</b>

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:

MARIA FATIMA B. ESTROSAS  
Name of Staff

Reviewed by:

OTHELLO B. CAPUNO  
Department/Office Head

Recommending Approval:

EFREN B. SAZ  
Dean/Director


Approved:

OTHELLO B. CAPUNO  
Vice President

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

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 January to June 2018.

  
**MARIA FATIMA B. ESTROSAS**  
 Name and Employee Concerned

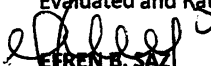
  
 Approved: **EFREN B. SAZ**  
 Head of Unit


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	35	38	5.0	5.0	5.0	5.0	
	Extension Physical Quarterly Reports	Consolidates annual report for submission to OVPRG and error free	2	2	5.0	4.9	4.3	4.73	
	Other related Reports	Prepares proceedings, during the Extension In-House Review for monitoring and evaluation, processed training reports in a specified time and error free	5	5	5.0	4.9	4.9	4.93	
	No. of monitored workloads of Faculty and Staff involved in Extension Activities	Monitors and evaluates the extension workloads of faculty and staff	150	230	5.0	5.0	5.0	5.0	

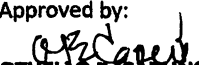
Extension Services	No. of Trainings/In-House Review/Agri Fair and Exhibits assisted/facilitated	Assists/documents /facilitates in the conduct of trainings, In-House Review, Agri-Fair and other related activities	12	15	5.0	4.9	5.0	4.96	
	Production of IEC Materials	Assist Extension publications	2	3	5.0	5.0	4.9	4.96	
	Other tasked assigned by superior	Acts on requests as documentor or facilitator and other related activities assigned by superiors	5	10	5.0	5.0	5.0	5.0	
<b>Total Over-all Rating</b>								34.58	4.9

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

**Comments & Recommendations for Development Purpose:**  
 - must complete her M.S. degree.  
 - continue to improve her monitoring system through constant communication with project implementors

Evaluated and Rated by:  
  
**EFREN B. SAZ**  
 Unit Head  
 Date: \_\_\_\_\_

Recommending Approval:  
  
**EFREN B. SAZ**  
 Director for Extension  
 Date: \_\_\_\_\_

Approved by:  
  
**OTHELLO B. CAPUNO**  
 Vice President for R and E  
 Date: \_\_\_\_\_

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

Annex O

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: **January – June 2018**

Name of Staff: **MARIA FATIMA B. ESTROSAS** Position: **Sci. Res. Asst.**

**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.**

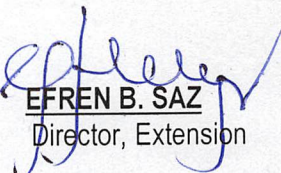
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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

<b>A. Commitment (both for subordinates and supervisors)</b>		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	$\sqrt{7/12} = 4.75$				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 : \_\_\_\_\_

  
**EFREN B. SAZ**  
 Director, Extension

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA FATIMA B. ESTROSAS

Performance Rating: Outstanding

**Aim: Track the implementation and results of an on-going or completed VSU extension project/program in order to determine the relevance and fulfillment of objectives, development efficiency, effectiveness, impact, and sustainability.**

### Proposed Interventions to Improve Performance

Date: July 1, 2017

Target Date: December 31, 2017

First Step:

1. Enroll in Master class major in Extension

Result:

1. Improved knowledge and understanding of extension projects/program policies and design.

Date: January 1, 2018

Target Date: June 30, 2018

Next Step

1. Design Impact Evaluation or Assessment Template for each extension projects/program based on their objectives.

Outcome:

1. Provide better access of information for monitoring and evaluation of extension projects.

Final Step/Recommendation:

1. Design a complete database for VSU Extension Services.

Prepared by:

  
OTHELLO B. CAPUNO  
Unit Head

Conforme:

  
MARIA FATIMA B. ESTROSAS  
Name of Ratee Faculty/Staff