



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
TOTAL NUMERICAL RATING			4.86

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
Admin Asst. II, ACRO

Reviewed by:

CORAZON A. PADILLA
Office Head

Approved:

MOISES NEIL V. SERIÑO
Vice President, PRGAS



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA FATIMA B. ESTROSAS, of the ALUMNI AND COMMUNITY RELATIONS OFFICE commits to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June, 2024.


MARIA FATIMA B. ESTROSAS

Admin Assistant II (Media Production Assistant)

Date: July 8, 2024

Approved:


CORAZON A. PADILLA

ACRO Head

Date: 10/9/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
1	Develop and maintain the Alumni and Community Relations Office (ACRO) website.	Responsive ACRO website	Develop ACRO website and Perform routine maintenance and updates to ensure website security and functionality	1	1	5	5	4.9	4.97	
		Updated ACRO website	Regularly update content on the ACRO website (news, events, alumni achievements, etc.)	10	10	5	5	4.8	4.93	
2	Manage alumni engagements on ACRO social media platforms	Increased engagement rate on ACRO social media platforms	Regularly post content on ACRO social media relevant to alumni (news, events, success stories, etc.)	10	20	5	4.9	4.8	4.90	

		Growth in number of followers and interactions (likes, comments, shares)	Develop and implement a social media strategy to engage alumni	3K followers	4.5K followers	5	4.9	4.8	4.90	
		Positive feedback from alumni community	Monitor and respond to comments and messages on social media platforms	80%	80%	4.8	4.8	4.8	4.80	
3	Develop fundraising initiatives for ACRO	Increased funds raised for ACRO programs and activities	Develop and implement fundraising campaigns and events	4	5	5	4.9	4.8	4.90	
		Successful execution of fundraising events and campaigns	Create promotional materials and communication strategies for fundraising initiatives	5	10	5	4.8	4.9	4.90	
4	Develop the ACRO newsletter and alumni brochure.	Timely publication and distribution of the ACRO newsletter	Design and format the ACRO newsletter and alumni brochure	1	1	4.9	4.8	4.8	4.83	
5	Other tasked		Perform other tasked assigned by the superior	10	15	5	5	4.8	4.93	
	Total Over-all Rating								44.07	

Average Rating: 4.90
Additional Points: N/A
Approved Additional points (with copy of approval): N/A
FINAL RATING 4.90
ADJECTIVAL RATING: Outstanding

Comments & Recommendations for Development Purpose:

Keep up the good work! Timeliness could be a welcome improvement.

Evaluated & Rated by:


CORAZON A. PADILLA

ACRO Head

Date: 10/11/24

Approved by:

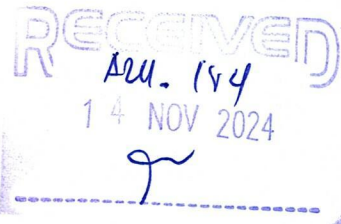

MOISES NEIL V. SERIO

VP, PRGAS

Date: 11/14/24

PERFORMANCE MONITORING & COACHING JOURNAL

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



Name of Office: Alumni and Community Relations Office


Head of Office: Corazon A. Padilla

Number of Personnel: 1

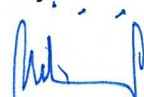
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Check daily Activities	✓		✓		done
2. Submission of Outputs	✓		✓		done
Coaching					
1. Give feedback and updates and work as a team		✓	✓		done

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


CORAZON A. PADILLA
 Immediate Supervisor

Noted by:


MOISES NEIL V. SERIÑO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA FATIMA B. ESTROSAS
Performance Rating: Outstanding

Signature: 

Aim: To be promoted to a higher-ranking administrative position

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

1. Graduated with MS Degree in Agricultural Extension (SY 2023-2024)

Result:

1. Gain additional points for promotion.

2. Enhance the capacity and ability to perform the tasks assigned.

Date: July 2024

Target Date: December 2024

Next Step:

Apply for an administrative officer position.

Outcome: Get Promoted.

Final Step/Recommendation:

Attend more administrative training related to job responsibilities.

Prepared by:


CORAZON A. PADILLA
Unit head

Conforme:


MARIA FATIMA B. ESTROSAS
Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024

Name of Staff: MARIA FATIMA B. ESTROSAS

Position: ADMIN ASST. II


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		57				
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		25				
Average Score		22				
Overall recommendation: <i>Keep up the good work and improve timeliness.</i>						



CORAZON A. PADILLA
Immediate Supervisor