



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

**RECEIVED**  
Annex P  
06 DEC 2023  
009-443

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	4.78	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
<b>TOTAL NUMERICAL RATING</b>			<b>4.63</b>

TOTAL NUMERICAL RATING: 4.63

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.63

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 and Innovation

Approved:

  
**MARIA JULIET C. CENIZA**  
Vice President for Research, Extension and Innovation

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

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

I, MARIA FATIMA B. ESTROSAS, of the OVPREI, 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, 2023.

  
**MARIA FATIMA B. ESTROSAS**

Science Aide

Date: June 30, 2023

  
**ANTONIO P. ABAMO**

Director for Extension

Date: June 30, 2023

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target (Jan-June)	Actual Accomplishment	Rating				Remark
						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	30	36	5	5	4.5	4.8	
		Extension Physical Quarterly Reports	Consolidates quarterly reports for quarterly targets for submission to OVPRG and error free	2	2	5	5	4.5	4.8	
		No. of monitored workloads of Faculty and Staff involved in Extension Activities	Monitors and evaluates the extension workloads of faculty and staff	115	150	4.9	4.5	4.5	4.6	
	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	5	5	4.8	4.9	4.5	4.7	

		Other tasked assigned by superior	Acts on requests as documenter or facilitator and other related activities assigned by superiors	10	15	5	5	5	5
Total Over-all Rating									23.9
Average Rating									4.78
Adjectival Rating					Outstanding				
Average Rating (Total Over-all rating divided by 4)				<b>Comments &amp; Recommendations for Development Purpose:</b> <i>She needs to improve on key findings in report!!</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: June 30, 2023

1 – quality

2 – Efficiency

3 – Timeliness

4 - Average

Recommending Approval:

  
**ANTONIO P. ABAMO**

Director for Extension

Date: June 30, 2023

Approved:

  
**MARIA JULIET C. CENIZA**

Vice Pres. for Research, Extension and Innovation

Date: June 30, 2023





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2023

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		51				



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		9.25				

Overall recommendation :

  
**ANTONIO P. ABAMO**  
 Director for Extension

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA FATIMA B. ESTROSAS

Signature: 

Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: January 2024

First Step:

1. Conduct masteral thesis this semester and apply for a comprehensive exam next semester.
2. Finish my masteral studies next semester (2<sup>nd</sup> semester 2023-2024)

Result:

1. Gain additional points for promotion.
2. Enhance the capacity and ability to perform the tasks assigned.

Date: July 2023

Target Date: January 2024

Next Step:


Apply for an administrative officer position.

Outcome: Get Promoted.


Final Step/Recommendation:

Attend more administrative trainings related to job responsibilities.

Prepared by:

  
**ANTONIO P. ABAMO**  
Unit head

Conforme:

  
**MARIA FATIMA B. ESTROSAS**  
Name of Ratee Faculty/Staff