



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

**Annex P**

Name of Administrative Staff: **VERA STEPHANIE B. BALLENTES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	4.76 x 70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	4.67 x 30%	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.73</b>

TOTAL NUMERICAL RATING: 4.73

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.73

FINAL NUMERICAL RATING 4.73

ADJECTIVAL RATING: Outstanding

Prepared by:

**VERA STEPHANIE B. BALLENTES**

Name of Staff

Reviewed by:

**SANTIAGO T. PEÑA, JR.**

Department Office Head

Recommending Approval:

**SANTIAGO T. PEÑA, JR.**

College Dean

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

**“Exhibit B”**

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

I, **VERA STEPHANIE B. BALLENTES**, of the **College of Veterinary Medicine** 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**.

  
**VERA STEPHANIE B. BALLENTES**  
Ratee

Approved:  
Head of Unit

  
**SANTIAGO T. PEÑA, JR.**

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>	
<b>Laboratory and CVM Veterinary Teaching Hospital Services</b>	Webinar and Symposium	Attends webinar and symposium for technical skills improvement in the laboratory	1	1	5	5	5	5.00	
	Number of CVM animals taken care on time	Regular deworming and giving of vitamins on sheep, horses, dog, and goats	8	8	4	5	5	4.67	
	Number of CVM Veterinary Teaching Hospital clientele on time	Entertain clients for consultation, appointments, and emergency cases of their pets	20	23	5	4	5	4.67	
		Participate in the CVM activities as a veterinarian that involves the CVM Veterinary Teaching Hospital	3	4	5	5	5	5.00	
<b>Administrative support services</b>		Assist CVM student as a college focal person in enrollment queries, dropping of subjects, and application for graduation process	50	72	5	5	5	5.00	
		Assists graduating students in the binding of their thesis manuscript in the library, signing of university clearance	17	17	4	5	5	4.67	
		Attends regular/monthly meetings of CVM faculty and staff	6	6	5	4	5	4.67	
		Assist the graduates in the processing of their accountabilities for the release of their TOR, diploma and good moral	17	17	5	5	4	4.67	

		Assists the graduates as college focal person for virtual graduation ceremony	17	17	5	5	4	4.67	
		Encode and analyze research data covered by the research project	900	1,200	4	5	5	4.67	
		Help in the preparation and compilation of documents and data for ISO and AACUP	5	10	5	4	5	4.67	
<b>Total Over-all Rating</b>								<b>52.36</b>	

<b>Average Rating (Total Over-all rating divided by 11)</b>	<b>52.36/11</b>	<b>4.76</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>	<b>XX</b>	
<b>FINAL RATING</b>		<b>4.76</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments & Recommendations for Development Purpose:**

*attend management training  
particular (administrative  
services)*

Evaluated & Rated by:

**SANTIAGO T. PEÑA, JR.**  
Dept/Unit Head

Date: \_\_\_\_\_

Recommending Approval:

**SANTIAGO T. PEÑA, JR.**  
College Dean

Date: \_\_\_\_\_

Approved by:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Date: \_\_\_\_\_

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: **VERA STEPHANIE B. BALLENTES** Position: **Administrative Assistant III**

**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

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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12. Willing to be trained and developed	5	4	3	2	1
Total Score	5				
<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 : \_\_\_\_\_

**SANTIAGO T. PEÑA, JR.**  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VERA STEPHANIE B. BALLENTES

Performance Rating: Outstanding

Aim: To improve work efficiency and achieve the targets.

Proposed Interventions to Improve Performance:

Date: July 2021 Target Date: December 2021

First Step: Disinfecting and cleaning of the diagnostic/clinics room and laboratory equipment,  
entertain the client in the clinic and assist the faculty.

Result: Disinfected and cleaned diagnostic/clinics room and laboratory equipment

Date: October 2021 Target Date: December 2021

Next Step: Continuous disinfected and cleaning of diagnostic/clinics room and laboratory equipment  
Entertain the clientele in the clinic

Outcome: Smooth operation of office work

Final Step/Recommendation:

The weekly program of activities should be made ahead of time.

Prepared by:

  
**SANTIAGO T. PEÑA, JR.**  
Unit Head

Conforme:

  
**VERA STEPHANIE B. BALLENTES**  
Ratee