



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	4.67	4.67 x 70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	4.67 x 30%	1.40
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING: 4.67


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.67

FINAL NUMERICAL RATING 4.67

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 , 2020.**

VERA STEPHANIE B. BALLENTES
Ratee

Approved: **SANTIAGO T. PEÑA, JR.**
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Laboratory and CVM Clinic Services	No. of chemicals and acted upon on time	Disinfecting and cleaning of the laboratory and laboratory equipment	30	33	5	5	5	5.00	
	Number of CVM animals taken cared on time	Deworming and giving of vitamins on sheep, horse, and goats	7	7	5	5	5	5.00	
	Number of CVM Clinic clientele on time	Entertain clients for consultation, appointments and emergency cases of their pets	25	20	5	4	5	4.67	
		Perform diagnostic procedure such as; blood collection, fecalysis, and vaginal smear for differential diagnosis of the patients brought to the clinic	10	20	5	5	4	4.67	
	Number of assigned tasks completed before the deadline	Compile diagnostic procedure as standard protocol of the diagnostic laboratory	8	10	5	5	5	5.00	
Administrative support services		Assist graduating students in binding of their thesis manuscript in the library, signing of university clearance	22	22	5	4	5	4.67	
		Assign as DVM coordinator to collect videos of graduates for virtual graduation	23	23	5	5	5	5.00	
		Assist the graduates in processing of their accountabilities for the release of their TOR, diploma and good moral	17	17	5	5	5	5.00	

		Collate extension data and visit barangays covered by the extension project	800	760	4	5	5	4.67	
		Assist in binding, packing and sorting of Instructional Materials of CVM	92	105	5	5	5	5.00	
		Assign as a focal person in sorting and distributing the Instructional Materials of the university.	500	600	5	5	5	5.00	
Total Over-all Rating								9.76	

Average Rating (Total Over-all rating divided by 2)	9.76/2	4.88
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.88
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Engage in leadership/ management training

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

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
12.	Willing to be trained and developed	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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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						

Overall recommendation : _____


SANTIAGO A. 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 2020 Target Date: December 2020

First Step: Disinfecting and cleaning of the diagnostic/clinics room and laboratory equipment
entertain the clientele in the clinic and reproduce Instructional Materials (IM's)

Result: Disinfected and cleaned diagnostic/clinics room and laboratory equipment, and release
bounded Instructional Materials (IM's)

Date: October 2020 Target Date: December 2020

Next Step: Continuous disinfect and cleaning of diagnostic/clinics rooms and laboratory equipment,
entertain the clientele in the clinics.

Outcome: Smooth operation of laboratory work


Final Step/Recommendation:

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

Prepared by:


SANTIAGO F. PEÑA, JR.
Unit Head

Conforme:


VERA STEPHANIE B. BALLENTES
Ratee