

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY to JUNE 2017

Name of Staff: ANTONIETA D. ISRAEL Position: ADMIN. AIDE 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 |
| Total Score | | 56 | | | | |

| 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 4.67 | | | | | |

Overall recommendation : Very satisfactory


DANIEL M. TUDTUD, JR.
 University/Board Secretary

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff : ANTONIETA D. ISRAEL

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|--------------------------------|------------------------------------|--|
| 1. Numerical Rating per IPCR | 4.74 | x 70% | 3.32 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.67 | x 30% | 1.40 |
| TOTAL NUMERICAL RATING | | | 4.72 |


TOTAL NUMERICAL RATING : 4.72
ADD: Additional Approved Points, if any : -
TOTAL NUMERICAL RATING : 4.72

ADJECTIVAL RATING : OUTSTANDING

Prepared by:


ANTONIETA D. ISRAEL
Admin Aide III

Reviewed by:


DANIEL M. TUDTUD, JR.
University/Board Secretary

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANTONIETA D. ISRAEL, staff of the OFFICE OF THE UNIVERSITY/BOARD SECRETARY 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, 2017.

ANTONIETA D. ISRAEL
Ratee

Approved:

DANIEL M. TUOTUD, JR.
Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|---|---|--------------------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Efficient and customer friendly frontline service Meetings Organized and Facilitated | Zero percent complaint from client served | - | 0% | 0% | 5 | NA | NA | 5 | |
| | Number of meetings successfully undertaken | Facilitating University and Board Meetings | 4 meetings | 4 | 5 | 4 | 5 | 4.67 | |
| | - Board of Regents | | | | | | | | |
| | - University Administrative Council | | | | | | | | |
| Documents Prepared attendant to Meetings: * Minutes of meetings | - University Academic Council | | | | | | | | |
| | Number of completed documents prepared within 7 working days before scheduled meeting | | | | | | | | |
| | - Board of Regents | Photocopying/Riso printing of the Minutes of Meetings | 2,500 pages/copies | 2,620 | 5 | 5 | 4 | 4.67 | |
| | - University Administrative Council | | | | | | | | |
| * Other documents | - University Academic Council | | | | | | | | |
| | Number of completed documents prepared within 7 working days before scheduled meeting | | | | | | | | |
| | - Board of Regents | Photocopying/Riso printing of materials for distribution to all BOR/UADCO/UAC Members | 5,000 pages/copies | 5,320 | 5 | 5 | 4 | 4.67 | |
| | - University Administrative Council | | | | | | | | |
| | - University Academic Council | Recording of incoming/outgoing documents | 200 copies | 280 | 5 | 4 | 4 | 4.33 | |
| | | Preparation of Standard Government Forms | 300 copies | 480 | 5 | 5 | 4 | 4.67 | |

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|---|--|--------------------------------------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Information Dissemination | Number of BOR resolutions and materials disseminated to appropriate offices within 5 working days from date of meeting | Releasing of approved BOR materials with BOR resolutions | 500 copies/pages prepared & released | 680 | 5 | 5 | 4 | 4.67 | |
| Performance of Other Functions Assigned by the President | Number of pages lay-outed for the Graduation Program, VSU Manuals, Library Manual, Graduate Student Guidebook, and VSU Code | Lay-outing of Graduation Program | 40 pages | 60 | 5 | 5 | 5 | 5.00 | |
| | | Lay-outing of VSU Manuals, Library Manual, Graduate Student Guidebook and VSU Code | 1,500 pages | 1,620 | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | 45 | 38 | 35 | 42.67 | |

| | | |
|---|--|-------------------|
| Average Rating (Total Over-all rating divided by 9) | | 4.74 |
| Additional Points: | | |
| Punctuality | | - |
| Approved Additional points (with copy of approval) | | - |
| FINAL RATING | | 4.74 |
| ADJECTIVAL RATING | | Very Satisfactory |

Comments & Recommendations for Development Purpose:

Received by:

TERESITA L. QUINANCIA
PREPEO

Calibrated by:

REMBERTO A. PATINDOL
PMT Chair

Approved by:

EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

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