

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff : ANTONIETA D. ISRAEL

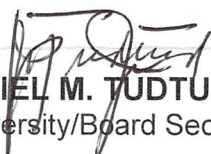
Particulars  (1)	Numerical Rating  (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	x 70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.93	x 30%	1.48
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING : 4.91  
ADD: Additional Approved Points, if any : -  
TOTAL NUMERICAL RATING : 4.91  
  
ADJECTIVAL RATING : OUTSTANDING

Prepared by:

  
**ANTONIETA D. ISRAEL**  
Admin Aide III

Reviewed by:

  
**DANIEL M. TUDTUD, JR.**  
University/Board Secretary

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, 2018.

  
ANTONIETA D. ISRAEL

Ratee

Approved:

  
DANIEL M. TUDTUD, JR.

Head of Unit

Personnel	Designation	Number
Head	University/Board Secretary	1
Regular Admin Staff	Administrative Officer III	1
Regular Admin Staff	Administrative Aide III	1
<b>Total</b>		<b>3</b>

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor

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>	
Efficient and customer friendly frontline service	Zero percent complaint from client served	-	0%	0%	5	NA	NA	5	
Meetings Organized and Facilitated	Number of meetings successfully undertaken - Board of Regents - University Administrative Council - University Academic Council	Facilitating University and Board Meetings	4 meetings	4	5	5	5	5.00	
Documents Prepared attendant to Meetings:  * Minutes of meetings	Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council - University Academic Council	Photocopying/Riso printing of the Minutes of Meetings	1,500 pages/copies	2,075	5	5	5	5.00	
* Other documents	Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council - University Academic Council	Photocopying/Riso printing of materials for distribution to all BOR/UADCO/UAC Members	2,500 pages/copies	6,171	5	5	5	5.00	

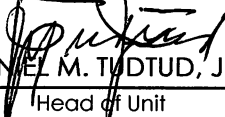
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		Recording of incoming/outgoing documents	200 copies	280	5	5	4	4.67	
		Preparation of Standard Government Forms	300 copies	480	5	5	4	4.67	
Information 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	250 copies/pages prepared & released	260	5	5	5	5.00	
Performance of Other Functions Assigned by the President	Number of pages lay-outed for the Graduation Program and ribbons, VSU Manuals	Lay-outing of Graduation Program	40 pages	60	5	5	5	5.00	
		Making of Commencement Exercises Ribbons	2,000 pieces	2,800	5	5	5	5.00	
		Lay-outing of VSU Manual	2 manuals	2	5	5	5	5.00	
Total Over-all Rating					50	45	43	49.33	

Average Rating (Total Over-all rating divided by 10)		4.93
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.93
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**

*Attendance in trainings or records met and advanced electronic storage and retrieval systems recommended for improved productivity.*

Evaluated & Rated by:

  
**DANIEL M. TUDTUD, JR.**  
 Head of Unit

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

Approved by:

  
**EDGARDO E. TULIN**  
 President

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

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY to JUNE 2018

Name of Staff: ANTONIETA D. ISRAEL Position: ADMIN. AIDE III

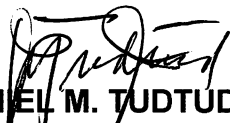
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/ campus using the scale below. Encircle your rating.

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					58

B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )	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	58				
Average Score	4.83				

Overall recommendation : \_\_\_\_\_

  
**DANIEL M. TUDTUD, JR.**  
University/Board Secretary

PERFORMANCE MONITORING & COACHING JOURNAL

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office : OFFICE OF THE UNIVERSITY SECRETARY

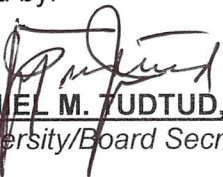
Head of Office : PROF. DANIEL M. TUdTUD, JR.

Name of Personnel : ANTONIETA D. ISRAEL


Activity Monitoring	MECHANISM	Remarks
	Meeting (One-on-One)	
Monitoring	Discussions regarding the need to come up with the required number of materials were done, so that these can be efficiently reproduced to facilitate easy circulation to members in the different Units/Offices of the University.	It was agreed that the reproduction equipment in the Office be subjected to regular maintenance for high efficiency and that the Office maintains sufficient stock of supplies and materials to eliminate delays.
Coaching	Regular upgrading of the Office's facilities and equipment so that electronic tagging of all materials lodged with the Office can be electronically encrypted for the safe and quick reproduction and recovery of all files.	

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

Conducted by:

  
DANIEL M. TUdTUD, JR.  
University/Board Secretary

Noted by:

  
EDGARDO E. TULIN  
President





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**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **ANTONIETA D. ISRAEL**  
Performance Rating: \_\_\_\_\_

**Aim:** To improve performance before, during, and after Meetings of the Board of Regents

**Proposed Interventions to Improve Performance:**

Date: 05 July 2018

Target Date: 03 August 2018

**First Step:** Facilitate securing, reproducing, and sorting enough copies of materials intended for inclusion in UADCO, UAC, BOR Finance Committee and BOR Meetings and packaging these materials so that it can easily be disseminated to the Committee/BOR members.

**Result:** The Committee/BOR members received complete set of materials needed for the meetings.

Date: 05 August 2018

Target Date: 04 September 2018

**Next Step:** Proper filing, sorting, recording, and electronic tagging of materials used and generated with emphasis on the Minutes of Meetings and Resolutions passed in each meeting.

**Outcome:** Documents were filed with some being electronically tagged and stored to facilitate faster retrieval and reproduction of these documents.

**Recommendation:**

Ms. Israel should be sent to record keeping trainings as well as to advanced electronic storage and retrieval training to improve her efficiency and effectiveness in her function.

Prepared by:

  
**Daniel M. Tudtud, Jr.**  
Board Secretary V

Conforme:

  
**Antonieta D. Israel**  
Administrative Aide III