

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATINGFOR
ADMINISTRATIVE STAFF**

Name of Administrative Staff: **JOEL M. ISRAEL**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	4.74 x 70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	4.58 x 30%	1.38
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING: **4.70**


Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: **4.70**

FINAL NUMERICAL RATING **4.70**

ADJECTIVAL RATING: **OUTSTANDING**

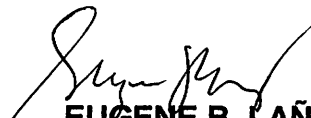
Prepared by:


JOEL M. ISRAEL
Name of Staff


Reviewed by:


EUGENE B. LAÑADA
Department/Office Head

Recommending Approval:

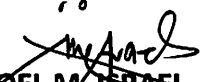

EUGENE B. LAÑADA
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, JOEL M. ISRAEL of the College of Veterinary Medicine commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2018 to June 30, 2018.


JOEL M. ISRAEL
 Rate

Approved: 
EUGENE B. LAÑADA
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services	Number of documents acted upon on time	Prepared, appointments of casual/contractual and Job Orders, type and print official communication, recommendation letter for renewal of appointment, payrolls purchase order, inspection report, travel order, vouchers, itinerary of travel, CSR's, PJR's reimbursement, liquidation, petty/cash advance, application for leave, performance evaluation, job request, etc.	380	850	5	4	5	4.67	
		Prepared letter request for hiring of regular/part-time instructor's/professor, typed projected/ actual and teaching load, individual faculty workload and posting of notice, type and print official recommendation etc.	35	100	5	5	4	4.67	


	Number of documents release on time	Recommendation letters, appointments of casual/contractual Science Research Assistant and Job Order, Class Roster, Grade Sheets, pre-travel/liquidation/petty/cash advance voucher, payroll, PJR Job request etc.	45	110	5	5	5	5.00	
	Number of assigned tasks completed before the deadline	Accomplishment Report, budget proposal, emergency purchased of office supplies and materials, laboratory chemicals supplies and materials etc.	20	53	5	4	5	4.67	
Efficient & Customer students assistance	No complaint from students client serve	All students/staff, clients and co-VSU employees	35	for Jan.-June 2018	5	5	4	4.67	
Total Over-all Rating								23.68	

Average Rating (Total Over-all rating divided by 5)	23.68	4.74
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.74
ADJECTIVAL RATING		Outstanding

Comments & Recommendation for Development Purpose:


More training on record - keeping

Evaluated and Rated by:


EUGENE B. LAÑADA
 Dept./Unit Head


Date: _____

Recommending Approval:


EUGENE B. LAÑADA
 College Dean

Date: _____

Approved:


BEATRIZ S. BELONOAS
 Vice Pres. for Instruction

Date: _____

LEGEND: Q¹ –Quality
 E² – Efficiency
 T³ – Timeline
 A⁴ – Average

4.6 - 5.0 Outstanding
 3.8 - 4.5 Very Satisfactory
 3.0 - 3.7 Satisfactory
 2.2 - 2.9 Unsatisfactory
 2.1 - Bellow Poor

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: **January 1, 2018 – June 30, 2018**

Name of Staff: **JOEL M. ISRAEL**

Position: **Administrative Aide III**


Instruction of 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	Quantitative 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 requirement
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.	Submit 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 task as his/her share of the office targets and delivers output 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 I 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 client.	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 by 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 of outputs of which result 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						
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, report, 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 alignment 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: _____


EUGENE B. LAÑADA
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOEL M. ISRAEL

Performance Rating: Outstanding

Aim: To improve work efficiency and achieve the targets.

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 2018

First Step: Prepares/encodes/print recommendation letters, for renewal of appointments of
casual, contractual, research assistants and Job Orders, PPMP for research/laboratory
supplies and follow up all other routinely office documents

Result: Submission of documents for approval to the higher Authority of VSU

Date: April 2018 Target Date: June 2018

Next Step: Continuous follow up of all request documents for approval to the higher VSU Officer
& training on record keeping

Outcome: Smooth operation of office work

Final Step/Recommendation:

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

Prepared by:


EUGENE B. LAÑADA
Unit Head

Conforme:


JOEL M. ISRAEL
Ratee