COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: JOEL M. ISRAEL

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.87

FINAL NUMERICAL RATING   4.87

ADJECTIVAL RATING: Outstanding

Prepared by:

JOEL M. ISRAEL
Name of Staff

Reviewed by:

HARVIE P. PORTUGALIZA
Department/Office Head

Recommending Approval:

HARVIE P. PORTUGALIZA
Dean

Approved:

ROTACIO S. GRAVOSO
VP for Academic Affairs

COLLEGE OF VETERINARY MEDICINE
Visayas State University, Baybay City, Leyte
Email: cvm@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1038

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FM-HRM-27
V01 03-04-2024
No. CVM-2024-04

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOEL M. ISRAEL**, 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, 2024**.

JOEL M. ISRAEL
Ratee

Approved: **HARVIE P. PORTUGALIZA**
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	Prepares recommendation letters/appointment for renewal and newly hired of faculty and staff, prepare appointments of casual/contractual Science Research Assistant and Job Order, type and print official communication, payrolls purchase order, inspection report, travel request, vouchers, itinerary of travel, reimbursement, liquidation, petty/cash advance, application for leave performance evaluation, job request, etc.	150	189	5	5	5	5.00	
	Number of document assign/act on time	Records keeping and document controller of the college	150	170	5	5	5	5.00	
	Number of documents release on time	Communication letter (incoming/outgoing), report of Grade completion, application for dropping of subject form Grade Sheet, etc.	300	123	5	4	5	4.67	
	Number of assign tasks complete before the deadline	Prepare letter request for hiring of regular/part-time instructors, type projected/actual and teaching, individual faculty workload and posing of notice, PPMP, PR's etc.	20	19	5	5	4	4.67	
	Number of utility/ messenger assign task	Facilitate the necessary documents and other pertaining papers of CVM; maintain cleanliness and orderliness of head/deans office and administrative office.	50	120	5	5	5	5.00	

Efficient and customer/students assistance	No complaint from students client serve	All students/staff, clients and co-VSU employees	50	83	5	5	5	5.00	
Total Over-all Rating								29.34	

				Comments & Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by 6)	29.34/6	4.89		*Continue attending L & D activities.*
Additional Points:				
Approved Additional points (with copy of approval)				
FINAL RATING				
ADJECTIVAL RATING		Outstanding		

Evaluated & Rated by:
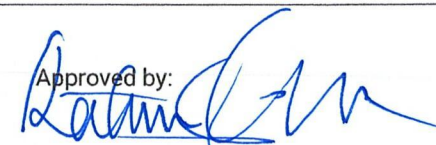
HARVIE P. PORTUGALIZA
Dept/Unit Head

Date: _____

Recommending Approval:

HARVIE P. PORTUGALIZA
Faculty Dean

Date: _____

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
	1st	U
	2nd	A
	3rd	R
✓	4th	T
		E
		R

Name of Office: <u>COLLEGE OF VETERINARY MEDICINE</u>
Head of Office: <u>HARVIE P. PORTUGALIZA</u>
Number of Personnel: <u>10 FACULTY MEMBERS, 3</u>
<u>ADMINISTRATIVE STAFF, 1</u>
<u>LABORATORY TECHNICIAN, 3 LABORERS, 2 SCIENCE RESEARCH</u>
<u>ASSISTANTS</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
ISO surveillance audit report (Opportunities for Improvement)		✓		Notice of Meeting on July 4, 2024	Potential solution and Interventions were agreed upon
Document review of quality procedures and guidelines		✓		Notice of Meeting on July 4, 2024	
Purchase Equipment, Furniture and Fixtures		✓	OVPAA Memo randum Order # 15, Series of 2024		
Meeting on the COPC, COE-COD application and Other Matters				July 16, 2024 OVPAA Notice of Meeting # 10	
Meeting with the Technical Working Groups for Urgent Academic Concerns		✓		OVPAA Notice of Meeting # 11 on July 22, 2024	
Schedule of Enrollment for the 1st Semester AY 2024-2025 for the Continuing Students		✓	OVPAA Memo randum Circular # 17, s. 2024		
Preparation of OBE Course Syllabi for 1st Semester AY 2024-2025		✓	OVPAA Memo randum Circular # 18, s. 2024		
Institutional university cooperation (IUC) partnership 2026		✓		July 31, 2024 OVPAA Notice of Meeting # 13	

Continuation of the OVPAA Document Review		✓		August 19-20, 2024 OVPAA Notice of Meeting # 15	
VSU Faculty Onboarding		✓		August 12, 2024 (Monday), 8:00AM-5:00PM, RDE Hall, FTF	
Strategic Planning, OVPAA OT Ps, and Other Matters		✓		Meeting on Sep 16, 2024 3pm - 5pm (GMT+8)	
Schedule of the Midterm and Final Exam		✓	OVPAA Memo randum Circular # 24, s. 2024		
Submission of Individual Faculty Workload AY 2024-2025		✓	OVPAA MC# 23, s. 2024		
OVPAA Consolidate d PPMP Monitoring Sheet		✓		Monitoring on Sept 30 9:00AM	
Deadline for Dropping of Subjects Without a Grade of 5.0		✓	OVPAA Memo randum Circular # 26, s. 2024		
Faculty Performance Evaluation by Supervisor (1st Semester AY 2024-2025)		✓	OVPAA Memo randum Order # 35, Series of 2024		
Teaching Performance Evaluation by Students (1st Semester AY 2024-2025)		✓	OVPAA Memo randum Circular # 27, s. 2024		
Review the Proposal of the Revised Curriculum of Undergraduate and Graduate Programs		✓		November 12, 2024 OVPAA Notice of Meeting # 23; Nov 20, 2024 OVPAA Notice of Meeting # 23	
Extension of INC Compliance Deadlines for First Semester AY 2023-2024		✓	OVPAA Memo randum Circular # 30, s. 2024		
OTP Monitoring Submission and		✓		Dec 6, 2024 Monitoring	

Updates					
Deadline for Submission of the Indicative PPMP for FY 2026 for Academic Units		✓	OVPAA Memorandum Circular # 31, s. 2024		
Coaching Strategies to address the decreasing number of faculty members due to consecutive resignation and a lack of interested applicants for the vacant positions.		✓		VSU BOR Resolution No. 122, series of 2024	This is to address the Dearth of professional
Turnitin Feedback Studio with Originality Instructors' Workflow Training		✓	OVPAA Memorandum Circular # 15, s. 2024		
TURNITIN Faculty Workflow Training		✓		August 9, 2024 (Friday), 2:00-4:00PM, virtual (Zoom)	
VSU E-Learning Environment and VSU BMA Seminar-Workshop		✓		August 28-29, 2024 (Wednesday-Thursday), 8:00AM-5:00PM, RDE Hall, FTF	

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

Conducted by:

ROTACIO S. GRAVOSO
Immediate Supervisor

Noted by:

PROSE IVY G. YEPES
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Week	2nd Week	3rd Week	4th Week	
ADVANCE EDUCATION SERVICES								
Graduate Degree Program Management Services								
PI 1. MSVM proposal reviewed/update	Follow-up appropriate offices for proposal for updates	College Secretary; Instruction Committee Chair	Continuing	X	X	X	X	None
HIGHER EDUCATION SERVICES								
Curriculum Program Management Services								
PI 1. Total FTE monitored	Monitor and Calculate FTE	Admin Staff	July-December, 2024	X	X	X	X	None
PI 2. Number of new or revised curricular proposals submitted

PI 3. Number of new or revised proposals approved by UCC | Craft revised DVM curriculum | Instruction Committee | July-December, 2024 | X | X | X | X | Revised DVM curriculum submitted for UAC approval |
| PI 4. Number of new degree programs implemented

PI 5. Number of programs with COPC | Maintain compliant to CMO #1, series 2018. | Faculty And Staff; Dean and Department Head | Continuing | X | X | X | X | As of 2023, DVM program remains compliant to CHED (i.e., renewed COPC) |
| PI 7. Percentage passing in licensure examinations (1st time takers)

PI 8. Percentage passing in licensure examinations (overall including repeaters) | Conduct of VLE review and activities to support board takers. | Instruction Committee; Student Services Committee; Continuing Education and Professional Development Committee | October, 2024 | X | X | X | X | Delivered a review on subjects with low passing rate based on VSU data from PRC; Conducted test-taking seminar. |

PI 9. Percentage of faculty rated at least VS in the Teaching performance evaluation by students PI 10. Percentage of faculty rated at least VS by supervisor	Mentoring and coaching of faculty members.	Dean And Department Heads	July-December, 2024	X	X	X	X	All faculty members have at least VS rating.
PI 11. Percentage of courses offered with approved course syllabi	Mentor on writing OBE course syllabi and TOS	Instruction Committee; Dean and Department Heads	July-December, 2024	X	X	X	X	All courses have OBE course syllabi and TOS
PI 12. Percentage of courses with approved IMs	Write and review IMs	Faculty Members; Instruction Committee; Department Heads	July-December, 2024	X	X	X	X	In-progress
PI 13. Percentage of courses offered with final grades submitted within the allowable period	Remind course in charge to submit grade on time.	Dean And Department Heads	July-December, 2024	X	X	X	X	Most grades are submitted on time.
PI 14. Percentage of undergraduate students who graduated within the prescribed period	Monitor and assist graduating students	Academic Advisers	July-December, 2024	X	X	X	X	None
PI 15. Number of curricular reviews conducted	Review DVM curriculum	Instruction Committee	July-December, 2024	X	X	X	X	Revised DVM curriculum submitted for UAC approval
PI 16. Number of IMs reviewed PI 17. Number of course syllabi and TOS reviewed and approved	Review IMs, OBE course syllabi, and TOS.	Instruction Committee	July-December, 2024	X	X	X	X	None.
PI 18. Number of OJT MOAs prepared PI 19. Number student interns deployed and monitored	Prepare internship MOAs and assist DVM interns in getting the requirements.	Internship Coordinator	July-December, 2024	X	X	X	X	Success-fully deployed interns in HTE.
PI 20. Number of thesis students advised	Assign students to research projects and faculty	Project Leaders And Study Leaders; Faculty	July-December, 2024	X	X	X	X	None

	members within their research of interests.	Members						
PI 23. Number of external institutions/agencies conducting benchmarking activities served	Accommodate external institutions and prepare documents on the area they are benchmarking on.	Various Committees	July-December, 2024	X	X	X	X	None
PI 24. Number of students from other academic departments conducting research activities served	Prepare a space in the laboratory for students.	Laboratory Technician	July-December, 2024	X	X	X	X	None
PI 25. Percentage of graduates (2 years prior) that are employed	Conduct graduate tracer's interview.	Alumni Coordinator	July-December, 2024	X	X	X	X	None
PI 26. Percentage of students enrolled on schedule	Assist students during enrollment.	Academic Advisers	July-December, 2024	X	X	X	X	None
PI 28. Number of students advised: - On thesis/ field practice/special problem - No. of approved manuscript submitted within prescribed period - On consultation	Assign students to research projects and faculty members within their research of interests.	Project Leaders And Study Leaders; Faculty Members	July-December, 2024	X	X	X	X	None
Number of student organizations advised/ assisted - Student organizations advised - Student organizations assisted on student related activities	Monitor student organizations.	Organization Advisers.	July-December, 2024	X	X	X	X	None
RESEARCH INNOVATION SERVICES								

Performance Indicator	Activity	Responsible	Timeline	Q1	Q2	Q3	Q4	Remarks
P1. Number of research proposals submitted P2. Number of research proposal approved	Prepare research proposal.	Faculty Members	July-December, 2024	X	X	X	X	Depends on the call for proposal.
P3. Number of approved research projects/studies implemented	Implement research projects.	Project And Study Leaders	July-December, 2024	X	X	X	X	None
P4. Amount of research money obtained from external sources	Submit research proposal.	Faculty Members	July-December, 2024	X	X	X	X	None
P5. Amount of research money obtained from internal sources	Submit research proposal.	Faculty Members	July-December, 2024	X	X	X	X	None
P6. Number of research outputs presented in conferences: a. international b. national c. regional or institutional	Apply for oral presentation in conferences.	Faculty Members	July-December, 2024	X	X	X	X	None
P7. Number of patent applications P8. Number of patents approved	Submit research outputs that can be patented.	Project Leaders.	July-December, 2024	X	X	X	X	None
P10. Number of research articles derived from approved research in the university, submitted P11. Number of research articles derived from approved research in the university, published	Write scientific paper for publications.	Faculty Members with Approved Research in The University	July-December, 2024	X	X	X	X	None
P12. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries	Translate research outputs into policy or technology for beneficiaries.	Faculty Members with Approved Research in the University	July-December, 2024	X	X	X	X	None
P13. Number of research outputs completed within the year	Perform research activities based on targeted work plan.	Faculty Members with Approved Research in the University	July-December, 2024	X	X	X	X	None

P14. Number of Scopus, WoS and ACI publications and other reputable journals	Publish research paper in journals indexed in Scopus, WoS, and ACI.	Faculty Members	July-December, 2024	X	X	X	X	None
P15. Number of research collaboration/ partnership	Forge research collaborations with other institutions and stakeholders.	Faculty Members with Approved Research in the University	July-December, 2024	X	X	X	X	None
P16. Number of publication qualified for VSU publication incentive award	Apply for VSU publication incentive award.	Faculty Members	July-December, 2024	X	X	X	X	Subject to Call for Application.
EXTENSION SERVICES								
PI 1. Number of extension proposals submitted PI 2. Number of extension proposal approved	Apply for funding of extension project.	Faculty Members	July-December, 2024	X	X	X	X	For VSU funding
PI 3. Number of approved extension projects implemented	Implement existing extension project.	Project Leader, Component Leaders, and Members	July-December, 2024	X	X	X	X	VET Mends Project
PI 4. Number of extension outputs presented in: a. international b. national c. regional or institutional	Present extension outputs.	Project Leader, Component Leaders, and Members	July-December, 2024	X	X	X	X	None
PI 5. Number of extension activities conducted	Plan and conduct extension activities.	Project Leader, Component Leaders, and Members	July-December, 2024	X	X	X	X	None
PI 6. Number of trainings, seminars and fora conducted	Plan and conduct trainings, seminars, and for a.	Project Leader, Component Leaders, and Members	July-December, 2024	X	X	X	X	None
PI 7. Number of expert services rendered: a. peer reviewer of journal/book b. reviewer of research and extension proposals	Provide services as an expert in the field.	Faculty Members	July-December, 2024	X	X	X	X	None

c. resource speaker/perso n (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, organizer, facilitator) d. accreditor e. consultancy								
PI 8. Number of IEC materials developed PI 9. Number of IEC materials distributed	Develop and distribute IEC materials.	Project Leader, Component Leaders, and Members	July-December, 2024	X	X	X	X	None
PI 10. Number of extension articles derived from approved extension in the university, submitted PI 11. Number of extension articles derived from approved extension in the university, published	Submit scientific paper derived from extension projects.	Project Leader, Component Leaders, and Members	July-December, 2024	X	X	X	X	None
PI 12. Amount of extension money obtained from external sources PI 13. Amount of extension money obtained from internal sources	Apply for funding of extension projects.	Faculty Members	July-December, 2024	X	X	X	X	None
PI 14. Number of trainees	Conduct training for stakeholders.	Project Leader, Component Leaders, and Members	July-December, 2024	X	X	X	X	None
PI 15. Number of beneficiaries served a. group b. individual	Provide services to beneficiaries.	Project Leader, Component Leaders, and Members	July-December, 2024	X	X	X	X	None
PI 16. Number of active partnership with LGU's Industries, NGO's, NGA's, SME's and other stakeholders	Forge partnership with stakeholders.	Faculty Members	July-December, 2024	X	X	X	X	None

as a result of extension of activities								
PI 17. Number of client assisted in agri-fair, walk in clients, training requests, in-house review, training and related activities PI 18. Percentage of beneficiaries who rated the training course/ and advisory services	Provide excellent services to clients.	Faculty Members and Staff	July-December, 2024	X	X	X	X	None
SUPPORT TO OPERATIONS								
Faculty Development Services								
PI 1. Number of faculty pursuing advance degrees PI 2. Number of faculty-scholars who completed their advance degrees PI 3. Number of faculty granted with external scholarship PI 4. Number of faculty granted with internal scholarship/fellowship	Encourage faculty members for master and doctorate studies.	Faculty Members and Staff	July-December, 2024	X	X	X	X	Following the BOR-approved Faculty Development Plan.
PI 5. Number of faculty granted with sabbatical leave	Encourage faculty members qualified for sabbatical leave.	Faculty Members	July-December, 2024	X	X	X	X	Following the BOR-approved Faculty Development Plan.
PI 6. Number of faculty granted with post-doctoral leave	Encourage faculty members qualified for postdoctoral leave.	Faculty Members	July-December, 2024	X	X	X	X	Following the BOR-approved Faculty Development Plan.
PI 7. Number of faculty sent to trainings, seminars and conferences	Send faculty members to training and conferences.	Faculty Members	July-December, 2024	X	X	X	X	Following the BOR-approved Faculty Development Plan.
Faculty Recruitment/ Hiring Services								

PI 1. Number of new faculty hired with at least master's degree	Craft letter and proposal to entice applicants with master's degree.	Dean	July-December, 2024	X	X	X	X	None
Faculty Evaluation Services								
PI1. Number of seminars/trainings/ conventions/ workshops coordinated for entire university

PI2. Number of seminars/trainings/ conventions/workshops coordinated outside of the university | Coordinate seminars/ trainings/ conventions/ workshops. | Continuing Education and Professional Development Committee | July-December, 2024 | X | X | X | X | In coordination with partners. |
PI3. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Mentoring and coaching faculty members in the aspect of Instruction.	Dean and Department Head.	July-December, 2024	X	X	X	X	None
P4. Number of in-house seminars/trainings/ workshops/reviews conducted/attended	Conduct and attend in-house seminars/ trainings/ workshops/ reviews	Continuing Education and Professional Development Committee; Faculty Members and Staff	July-December, 2024	X	X	X	X	In coordination with partners.
Program and Institutional Accreditation Services								None
PI 1. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015	Comply with ISO 9001:2015	Faculty Members and Staff	July-December, 2024	X	X	X	X	None
GENERAL ADMIN & SUPPORT SERVICES (GASS)								
PI 1. Number of departments/institutes /offices supervised	Supervise departments.	Dean	July-December, 2024	X	X	X	X	None

PI 2. Number of management meetings conducted PI 3. Number of committee meetings conducted	Conduct management and committee meetings.	Dean and Department Heads.	July-December, 2024	X	X	X	X	None
PI 4. Number of routinary documents acted PI 5. Number of requests acted	Act on routinary documents and requests.	Dean and Department Heads; Faculty Members and Staff.	July-December, 2024	X	X	X	X	None
PI 6. Number of memoranda prepared	Prepare office memoranda.	Dean	July-December, 2024	X	X	X	X	None
PI 7. Percentage of IFWs submitted to OVPAA	Submit IFW on time	Clerk	July-December, 2024	X	X	X	X	None
PI 8. Percentage of Report of Actual teaching loads submitted to OVPAA 30 days after the start of classes	Submit teaching load to OVPAA on time.	Clerk	July-December, 2024	X	X	X	X	None
PI 9. Percentage of faculty and staff submitted a DTR every month	Remind faculty members and staff to submit the DTR within 1 week after every month.	Faculty Members and Staff	July-December, 2024	X	X	X	X	None
PI 10. Percentage of complaints, if any, addressed on time	Review possible complaint and respond to them immediately.	Administrative Staff	July-December, 2024	X	X	X	X	None
PI 11. Percentage of action plans implemented and monitored as scheduled	Implement action plans based on CVM Strategic Plan.	Dean and Department Heads.	July-December, 2024	X	X	X	X	None
PI 12. Monthly accomplishment report submitted on time.	Submit monthly accomplish-meng reports on time.	Dean and Department Heads.	July-December, 2024	X	X	X	X	None
PI 13. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC	Prepare and submit college and department PPM within the deadline.	Dean and Department Heads.	July-December, 2024	X	X	X	X	Call for PPMP submission will be from July-December 2024.

PI 14. Number of coaching sessions among department heads, faculty & staff	Conduct coaching sessions regularly.	Dean and Department Heads.	July-December, 2024	X	X	X	X	None
PI 15. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of College/ department targets	Conduct planning sessions, tracking, and monitoring of targets.	Dean and Department Heads.	July-December, 2024	X	X	X	X	None
PI 16. Number of regular executive committee meetings conducted	Conduct executive committee meetings.	Dean	July-December, 2024	X	X	X	X	None

Prepared by:

HARVIE P. PORTUGALIZA
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOEL M. ISRAEL
Performance Rating: Outstanding

Aim: To improve work efficiency and achieve the target

Proposed Interventions to Improve Performance:

Date: July 2024   Target Date: December 2024

First Step: Prepares/encodes/print recommendation letter for renewal of appointments
            of temporary faculty, contractual, Job Orders, research assistant, research
            specialist for office, research/extension/laboratory supplies and materials
            Assist the records keeping and documents controller of the college as adDRC
            Prepares projected faculty workload, actual teaching load, and Individual
            faculty workload
            Prepare recommendation letter for the newly hired faculty and print all the
            supporting document for submission and approval and follow-up other
            routinely office documents
            Prepare PPMP, PR's, Job Request, Trip Ticket, Pre-travel Voucher, Travel Order
            Maintain the clean of the dean's office and perform other function as assigned
            by the Heads of DVBS, DVPCS and DVCS.

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

Date: October 2024   Target Date: December 2024

Next Step: Continuous follow-up of all request documents for approval to the higher
            VSU officer and attend training on records keeping and achieving.

Outcome: Smooth operation of office work

Final Step/Recommendation:
            The week program of activities should be made ahead of time.

Prepared by:

HARVIE P. PORTUGALIZA
Unit Head

Conforme:

JOEL M. ISRAEL
Name of Ratee Staff

VISAYAS STATE UNIVERSITY | FACULTY OF VETERINARY MEDICINE

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: ___July to December 2024___
Name of Staff: ___Joel M. Israel___   Position: ___Administrative 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

		Scale				
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	58/12 = 4.83				

B. Leadership & Management (*For supervisors only to be rated by higSher 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:						

HARVIE P. PORTUGALIZA
Immediate Supervisor