

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

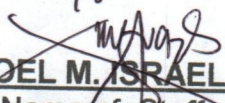
Name of Administrative Staff: JOEL M. ISRAEL

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	4.67 x 70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.01	4.01 x 30%	1.20
TOTAL NUMERICAL RATING			4.47

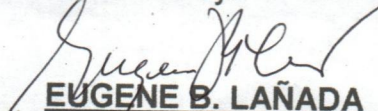
TOTAL NUMERICAL RATING: 4.47  
 Add: Additional Approved Points, if any: -  
 TOTAL NUMERICAL RATING: 4.47

ADJECTIVAL RATING: VERY SATISFACTORY


Prepared by:

  
JOEL M. ISRAEL  
 Name of Staff


Reviewed by:

  
EUGENE B. LAÑADA  
 College Dean

Recommending Approval:

  
REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
 President



"Exhibit B"

# 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 1, 2016 to DECEMBER 31, 2016.

JOEL M. ISRAEL  
Ratee

Approved:

EUGENE B. LAÑADA  
Head of Unit

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>	
Administrative Support Services	No. 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.	500	985	4	4	5	4.33	
		Prepared letter request for hiring of regular/part-time instructors, typed projected/actual teaching load, individual faculty workload and posting of notice, type and print official communication/ recommendation etc.	98	210	4	5	5	4.67	
	No. of documents released on time	Recommendation letters, appointments of casual/contractual/SRA and JO's, Class roster, grade sheets, pre-travel/liquidation/ petty cash advance vouchers, payrolls, PJR, job request etc.	25	75	4	5	5	4.67	

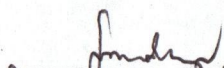


	No. of assigned tasks completed before the deadline	Accomplishment report, budget proposal, Emergency purchased of office supplies and materials and laboratory supplies and chemicals	35	80	5	5	5	5.00	
	No. of documents encode and gather on time	Encode, gathered and photocopied documents for preparation of AACUP evaluation	500	1500	5	5	5	5.00	
	No. of documents print and compiled before the deadline	Checked the format and margin in every areas for final printing of PPP, complied documents systematically to make presentable and easy accessible to the evaluator/accreditors during actual AACUP evaluation.	800	2500	5	4	5	4.67	
Efficient and customer friendly frontline	No. complaint from students and clients served	Entertain students, costumers, clients and co-VSU employees.	55	For 2016	5	5	5	5.00	
Total Over-all Rating								33.34	

Average Rating (Total Over-all rating divided by 7)	33.34 / 7	4.76
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING		Outstanding


**Comments & Recommendations for Development Purpose:**

Received by:

  
**TERESITA L. QUIÑANOLA**  
 PRPEO


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

Calibrated by:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

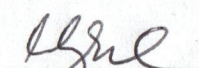
Date: \_\_\_\_\_

Recommending Approval:

  
**BEATRIZ S. BELONIAS**  
 Vice Pres. for Instruction

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

Approved by:

  
**EDGARDO E. TULIN**  
 President

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

**LEGEND:** Q<sup>1</sup> – quality      4.6 - 5.0 Outstanding  
 E<sup>2</sup> – Efficiency      3.8 - 4.5 Very Satisfactory  
 T<sup>3</sup> – Timeliness      3.0 - 3.7 Satisfactory  
 A<sup>4</sup> – Average      2.2 - 2.9 Unsatisfactory  
 2.1 & below Poor



# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1, 2016 to December 31, 2016

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.

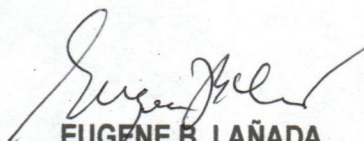
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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
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					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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 : \_\_\_\_\_

  
**EUGENE B. LAÑADA**  
 Name of Head