



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NOEL C. BUSTILLO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	4.71 x 70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	4.67x 30%	1.40
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING:

4.70

Add: Additional Approved Points, if any:

4.70

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.70

ADJECTIVAL RATING:

Outstanding

Prepared by:


NOEL C. BUSTILLO
Name of Staff

Reviewed by:


SANTIAGO T. PEÑA, JR.
Department/Office Head

Recommending Approval:


SANTIAGO T. PEÑA, JR.
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NOEL C. BUSTILLO**, of the **College of Veterinary Medicine** commits to deliver and agree to be rated on the attainment of the following Accomplishment in accordance with the indicated measures for the period **July to December, 2021**.

NOEL C. BUSTILLO

Ratee:

Approved:

SANTIAGO T. PEÑA JR.

Head of Unit

[illegible]

Average Rating (Total Over-all rating divided by 7)	33/7	4.71
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.71
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Continue pursuing the completion of the diagnostic lab & central research lab of CTR.

Evaluated & Rated by:

SANTIAGO T. PEÑA JR.
Dept/Unit Head

Date: _____

Recommending Approval:

SANTIAGO T. PEÑA JR.
College Dean

Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: **NOEL C. BUSTILLO** 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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 2

FM-PRO-14
v1 05-27-2020

No. **339**

12. Willing to be trained and developed	5	4	3	2	1
Total Score	5				
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					

Overall recommendation : _____

SANTIAGO T. PEÑA, JR.
 Printed Name and Signature
 Head of Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NOEL C. BUSTILLO

Performance Rating: Outstanding

Aim: To improve work efficiency and achieve the targets

Proposed Interventions to Improve Performance:

Date: July 2021 Target Date: December 2021

First Step: Prepare/ Process PJR, RIS . Voucher ,Reimbursement forward, follow up to Budgets office for funds Availability. Photocopy /Mimeographing Service, Reproduction of IM's and do utility services and minor repair, also Canvass and Emergency Purchase of Supply & Materials.

Result: Administrative documents 100% approved and acted within one day from receipt.
The services serve upon request. and Zero complaint from client serve.

Date: October 2021 Target Date: December 2021

Next Step: Documents duly acted upon shall be released to the concern or forward to the next office which process the said documents. and copy of document validated as machine copy of the document on file.

Outcome: Smooth Administrative support and services

Final Step/Recommendation:

The Routine of work and services is served upon request, and Proper sharing of work and Organized schedule of monthly activities.

Prepared by:


SANTIAGO T. PEÑA, JR.
Unit Head

Conforme:


NOEL C. BUSTILLO
Ratee