



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	4.96 x 70%	3.47
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING: 4.92

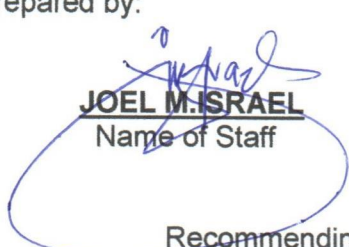
Add: Additional Approved Points, if any: 4.92

TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: Outstanding

Prepared by:


JOEL M. ISRAEL
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, **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, 2020**.

JOEL M. ISRAEL
Ratee

Approved: **SANTIAGO T. PEÑA, JR.**
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 communications, payrolls purchase order, inspection report, travel request, vouchers, itinerary of travel, DTR's, reimbursement, liquidation, petty/cash advance, application for leave, performance evaluation, job request, etc.	100	120	5	5	5	5.00	
	Number of document assigned/acted on time	Reproduction of Instructional Materials (IM's), binding and Repacking	200	500	5	5	5	5.00	
	Number of documents assigned/ act on time	Repacking of Instructional Materials (IM's) for delivery as Department Focal Person	100	200	5	5	5	5.00	
	Number of documents release on time	Record filling of individual faculty such as personal documents, office file/records for ISO evaluation	60	320	5	5	5	5.00	
	Number of assigned tasks completed before the deadline	Prepare letter request for hiring of regular/part-time instructor's/professor, Science Research Assistant, typed projected/actual and teaching load, individual faculty workload and posting of notice, etc.	13	21	5	5	5	5.00	

		Prepare, PPMP & PR'S, emergency purchased of office supplies and materials, laboratory chemicals supplies and materials etc.	5	8	5	5	4	4.67	
		Attend emergency/monthly meeting of the college	5	16	5	5	5	5.00	
Efficient & Customer students assistance	No complaint from client serve	All staff, clients and co-VSU employees	10	22	5	5	5	5.00	
Total Over-all Rating								39.67	

Average Rating (Total Over-all rating divided by 8)	39.67/8	4.96
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.96
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Pass the Civil Service Exam

Evaluated & Rated by:

SANTIAGO X. PEÑA, JR.

Dept/Unit Head

Date:

4/12/2021

Recommending Approval:

SANTIAGO X. PEÑA, JR.

College Dean

Date:

4/12/2021

Approved by:

BEATRIZ S. BELONIAS

Vice President

Date:

4/30/21

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

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

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.

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No. 431

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, 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

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: July 2020 Target Date: December 2020

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: September 2020 Target Date: December 2020

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:

SANTIAGO T. PEÑA, JR.
Unit Head

Conforme:

JOEL M. ISRAEL
Ratee