



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **VERA STEPHANIE B. BALLENTES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.91	4.91 x 70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	4.58 x 30%	1.37
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81

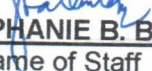
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.81

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: Outstanding


Prepared by:


VERA STEPHANIE B. BALLENTES
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 Academic Affairs

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VERA STEPHANIE B. BALLENTES**, 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 **January to June**, **2020**.


VERA STEPHANIE B. BALLENTES
Ratee

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	
Laboratory Services	No. of chemicals and acted upon on time	Prepares series of alcohol concentrated (70% - 95%), Xylene, Paraffin, Acid Alcohol, Ammonia Water Solvent, Mayer's hematoxylin, Eosin, Physiological saline solvent, AFA solvent, xylene cedar wood, stain, Histopathology, Pathology, etc.	55	80	5	4	5	4.67	
		Safekeeping/issues laboratory equipment, glassware's, materials and supplies to faculty/students for instruction, research and extension purposes	80	100	5	5	5	5.00	
	Number of chemical instruments and glasswares released on time	Series of alcohol, EDTA vials, stains and indicator, glasswares and other laboratory materials	55	70	5	4	5	4.67	
	Number of laboratory equipment acted and release on time	Microscopes, cages, basket, centrifuge, weighing scale and other related equipment	25	25	5	5	5	5.00	
	Number of assigned tasks completed before the deadline	Assist some faculty and students in Histopathology, General Pathology, Systemic Pathology, Clinical Pathology and other related field in their laboratory classes and students conducting their thesis	10	35	5	5	5	5.00	

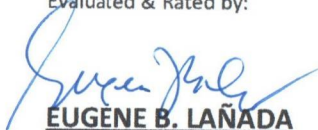
Administrative support services		Assist students during enrollment in undersign and signing clearance and COR	65	85	5	5	5	5.00	
		Entertain some clientele in the clinic for laboratory purposes.	10	12	5	5	5	5.00	
Total Over-all Rating								34.34	

Average Rating (Total Over-all rating divided by 7)	34.34 / 7	4.91
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.91
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Develop expertise in Vet. laboratory works


Evaluated & Rated by:


EUGENE B. LAÑADA
 Dept/Unit Head

Date:

10/5/20

Recommending Approval:


EUGENE B. LAÑADA
 College Dean

Date:

10/5/20

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: **VERA STEPHANIE B. BALLENTES** Position: **Administrative Assistant 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.

W

Total Score						40 IV 3				
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 :

More Capacity Training Needed


EUGENE B. LAÑADA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VERA STEPHANIE B. BALLENTES

Performance Rating: Outstanding

Aim: To improve work efficiency and achieve the targets.

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

First Step: Prepare media culture, etc. assist faculty and students in diagnostic laboratory and entertain the clientele in the clinic.

Result: Released culture media, chemical reagent, supplies and materials of the laboratory and To students and faculty

Date: April 2020 Target Date: June 2020


Next Step: Continuous preparation of culture media of the laboratories, need update diagnostic procedure knowledge

Outcome: Smooth operation of laboratory work

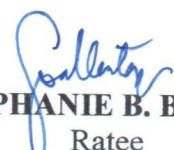
Final Step/Recommendation:

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

Prepared by:


EUGENE B. LAÑADA
Unit Head

Conforme:


VERA STEPHANIE B. BALLENTES
Ratee