



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: GABRIEL A. ISRAEL JR.

| Particulars<br>(1)  | Numerical<br>Rating<br>(2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  |                            | 70%                      | 3.031                                   |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments |                            | 30%                      | 1.374                                   |
| <b>TOTAL NUMERICAL RATING</b>   |                            |                          | <b>4.405</b>                            |

TOTAL NUMERICAL RATING: 4.405


Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.405


FINAL NUMERICAL RATING 4.405

ADJECTIVAL RATING: Very Satisfactory

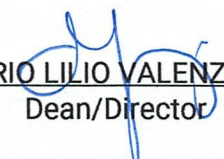
Prepared by:

  
GABRIEL A. ISRAEL JR.  
Name of Staff 7/23/24

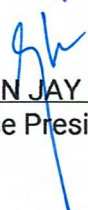
Reviewed by:

  
MARLON S. BURLAS  
Department/Office Head 7/23/24

Recommending Approval:

  
MARIO LILIO VALENZONA  
Dean/Director 7/23/24

Approved:

  
ELWIN JAY V. YU  
Vice President 7/23/24



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Gabriel A. Israel Jr.** of the PHYSICAL PLANT OFFICE \_commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **JANUARY- JUNE 2024**

Approved:

**GABRIEL A. ISRAEL JR.**

Ratee

7/23/24

**MARLON G. BURLAS**

Unit, Head

7/23/24

| MFO & Performance Indicators                        | 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> |         |
| FMO1-POWER GENERATION AND MAINTENANCE               | PI 1.1 Power Operation and Maintenance and Gen set Operate                     | Ready generation in case of brownout  | 2      | 2                     | 5   | 4              | 4              | 4.33           |         |
|   |  | Operate Genset  | 2      | 2                     | 5   | 4              | 4              | 4.33           |         |
|   |  | Assistance of distribution lines  | 6      | 6                     | 5   | 4              | 4              | 4.33           |         |
|   |  | Cleaning the VSU Power house and surroundings                                   | 1      | 1                     | 5   | 4              | 4              | 4.33           |         |
|   | PI 1.2 No. of Reading of Building, Faculty & Staff Housing & Commercial Stalls | Reading of Electric & water Bill of VSU Faculty & Staff, IGP commercials stalls | 175    | 175                   | 5   | 4              | 4              | 4.33           |         |
| Total Over-all Rating                               |  |   |        |                       |   |                |                | 21.67          |         |
| Average Rating (Total Over-all rating divided by 3) |  |   |        | 4.33                  | Comments & Recommendations for Development Purpose: |                |                |                |         |
| Additional Points:                                  |  |   |        |                       |   |                |                |                |         |
| Punctuality:  |  |   |        |                       |   |                |                |                |         |
| Approved Additional point (with copy of approval)   |  |   |        |                       |   |                |                |                |         |
| FINAL RATING  |  |   |        | 4.33                  | Basic Sfaety Occupational and health                |                |                |                |         |
| ADJECTIVAL RATING                                   |  |   |        | VS                    |   |                |                |                |         |

Evaluate & Rated by:

Recommending Approval:

Approved by:

**MARLON G. BURLAS**

Supervisor

Date: 7/23/24

**MARIO LILIO VALENZONA**

Director, PPO

Date: 7/23/24

**ELWIN JAY V. YU**

Vice Pres. For Adm. & Finance

Date: 7/25/24

- 1-quality
- 2-Efficiency
- 3-Timeliness
- 4-Average



## PERFORMANCE MONITORING & COACHING JOURNAL

|  |                 |                                 |
|--|-----------------|---------------------------------|
|  | 1st             | Q<br>U<br>A<br>R<br>T<br>E<br>R |
|  | 2 <sup>nd</sup> |                                 |
|  | 3 <sup>rd</sup> |                                 |
|  | 4th             |                                 |

Name of Office : PPES (PPO)


Head of Office: MARLON G. BURLAS (PPO)

Number of Personnel: 12

| Activity Monitoring | MECHANISM                                      |                                    |      |                       | Remarks |
|---------------------|--|------------------------------------|------|-----------------------|---------|
|                     | Meeting  |                                    | Memo | Others (Pls. specify) |         |
|                     | One-on-One                                     | Group                              |      |                       |         |
| Monitoring          |  | Meeting with staff. March 10, 2024 |      |                       |         |
| Coaching            | Staff in-charge in the submission of materials |                                    |      |                       |         |

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

Conducted by:

  
MARLON G. BURLAS  
 Immediate Supervisor

Noted by:

  
MARIO LILIO VALENZONA  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GABRIEL A. ISRAEL JR.**

Performance Rating: January- June 2024

To develop skills and abilities in the organization needed to effectively performed the task.

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: March 2024

First Step: Working as a team

Result: Improve intra-personal relationship

Date: March 2024 Target Date: June 2024


Next Step: Collaboration in the organization

Outcome: Building a working team

Final Step/Recommendation:

Effectively delivered the required service

Prepared by:

  
MARLON G. BURLAS  
Supervisor 7/23/24

Conforme:

  
**GABRIEL A. ISRAEL JR.**  
Name of Ratee Faculty/Staff

7/23/24





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January - June 2024

Name of Staff: GABRIEL A. ISRAEL JR.

Position: Admin. Aide VI

**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   |   | 55    |   |   |   |   |
| <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   |   | 4.58  |   |   |   |   |
| Overall recommendation:   |   |       |   |   |   |   |

  
**MARLON G. BURLAS**  
 Immediate Supervisor

7/23/24