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

Name of Administrative Staff:

Gabriel A. Israel Jr.

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1	Numerical Rating per IPCR	4.27	70%	2.989
2	Supervisor/Head's Assessment of his contribution towards attainment of office accomplishment	4.00	30%	1.2
	TOTAL NUMERICAL RATING			4.189

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.189

4.189

FINAL NUMERICAL RATING:

4.189

ADJECTIVAL RATING:

VS

Prepared by:

Recommending Approval:

Immediate Supervisor

Approved:

VP. For Adm. & Finance

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Gabriel A. Israel Jr.</u> of the <u>GENERAL SERVICES DIVISION</u> commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: <u>JULY TO DECEMBER 2019</u>

Approved:

<u>gabriel a. Israel Jr</u>

Ratee

APOLONIO M. ENCIERTO

Head of Unit

MFO & Performance Indicators	Success Indicators	Tasks Assigned	Target	Actual Accomplish ment	Rating			Remarks	
NIFO & PENOMIANCE Mulcators					Q <sup>1</sup>	E <sup>2</sup>	Т³	A <sup>4</sup>	Remarks
	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	4	4	5	4.33	
FMO1-POWER GENERATION AND		Assistance of distribution lines	6	6	4	4	5	4.33	
MAINTENANCE		Cleaning the VSU Power house and surroundings	1	1	4	4	4	4.00	
	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								21.33	
Average Rating (Total Over-all rating divided by 3)				4.27	Comments & Recommendations			endations	
Additional Points:	Additional Points:				for Development <sub>i</sub> Purpose:				
Punctuality:					Prasic Occupational Safety and				
Approved Additional point (with	copy of approval)				Basic Occupational Safety and Health Training and Seminar.				
FINAL RATING				4.27	The all I raining and Seminar.			o Seminat.	
ADJECTIVAL RATING				VS				U	

Evaluate & Rated by:

Recommending Approval:

Approved by:

APOLONIO M. ENCIERTO

Supervisor

MARIO VILIOVALENZONA Director, GSD REMBERTO A. PATINDOL

Vice Pres. For Adm. & Finance

## Instrument for Performance Effectivences of Administrative Staff

Rating Period:	July-Dec. 2019
Position: Adr	n. Aide-VI

nstruction to supervisor: Please evaluate the effectiveness of your subordinate in co	antributing towards attainment of the calibrated targets

Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, and a submits are guitarily reports all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	4 Very Satisfactory The performance meets and often exceeds the job requirements  3 Satisfactory The performance meets and often exceeds the job requirements  1 Poor The staff fails to meet job requirements  2 Fair The performance meets some development to meet job requirements.  1 Poor The staff fails to meet job requirements  Scale  Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.  Makes self-available to clients even beyond official time  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  Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.  Commits himselfiherself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks  Requirity 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.  Keeps accurate records of her work which is easily retrievable when needed.  Suggests new ways to further improve her work and the services of the office to its clients of Celested to his position but critical towards the attainment of the functions of the university 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 clientate  New York accomplishment Willing to be trained and developed  Scale  Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher supervisor  Wisionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.  Innovates for the purpose of improving effic	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 meets job requirements  1 Poor The staff fails to meet job requirements  Commitment (both for subordinates and supervisors)  Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.  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  Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.  Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks  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.  Reeps accurate records of her work which is easily retrievable when needed.  Suggests new ways to further improve her work and the services of the office to its clients on trelated to his position but critical towards the attainment of the functions of the university 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  Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	ts
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A.company Control (1)		Average Score 4	

Overall recommendation

Name of Staff: GABRIEL A. ISRAEL JR.

APOLONIO M. ENCIERTO Head, PESMU

## EMPLOYEE DEVELOPMENT PLAN

Performance Rating: Very Satisfactory
Aim: Efficient delivery of repair and maintenance Setvices Proposed Interventions to Improve Performance:  Date: September 2013 Target Date: October 2019  First Step:
Result: Technical Seminar of Power Plant Operator and maintenance & training on basic
Occupational on safety & health.
Date: NO - NO Target Date: Dec. 7019  Next Step:
Outcome:
Final Step/Recommendation:
Prepared by:  APOLONIO M. ENCIERTO
Conform:  GABRIEL A. ISRAEL JR.  Name of Ratee Faculty/Staff