

COMPUTATION OF FINAL INDIVIDUAL RATINGFOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: JOEL M. ISRAEL

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	4.74 x 70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	4.50 x 30%	1.35
TOTAL NUMERICAL RATING			4.67

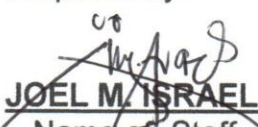
TOTAL NUMERICAL RATING: 4.67

Add: Additional Approved Points, if any: -

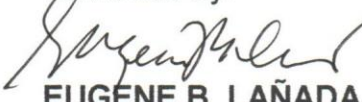
TOTAL NUMERICAL RATING: 4.67

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


JOEL M. ISRAEL
Name of Staff


Reviewed by:


EUGENE B. LAÑADA
College Dean

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, JOEL M. ISRAEL of the College of Veterinary Medicine commits to deliver and agree to the rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2017 to June 30, 2017.


JOEL M. ISRAEL
Rate

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	
Administrative Support Services	Number of documents acted upon on time	Prepared, appointments of casual/contractual and Job Orders, type and print official communication, recommendation letter for renewal of appointment, payrolls purchase order, inspection report, travel order, vouchers, itinerary of travel, CSR's, PJR's reimbursement, liquidation, petty/cash advance, application for leave, performance evaluation, job request, etc.	620	1135	5	5	4	4.67	
		Prepared letter request for hiring of regular/part-time instructor's/professor, typed projected/ actual and teaching load, individual faculty workload and posting of notice, type and print official recommendation etc.	65	185	5	4	5	4.67	

	Number of documents release on time	Recommendation letters, appointments of casual/contractual Science Research Assistant and Job Order, Class Roster, Grade Sheets, pre-travel/liquidation/petty/cash advance voucher, payroll, PJR Job request etc.	43	98	5	5	4	4.67	
	Number of assigned tasks completed before the deadline	Accomplishment Report, budget proposal, emergency purchased of office supplies and materials, laboratory chemicals supplies and materials etc.	16	53	5	4	5	4.67	
Efficient & Customer students assistance	No complaint from students client serve	All students/staff, clients and co-VSU employees	135	For Jan.-June 2017	5	5	5	5.0	
Total Over-all Rating								23.68	

Average Rating (Total Over-all rating divided by 5)	23.68	4.74
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.74
ADJECTIVAL RATING		Outstanding

Comments & Recommendation for Development Purpose:

Reviewed by:

Calibrated by:

Recommending Approval:

Approved:


TERESITA P. QUIÑANOLA
PRPEO


REMBERTO A. PATINDOL
Chairman, PMT


BEATRIZ S. BELONIAS
Vice Pres. for Instruction


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

LEGEND: Q¹ –Quality
E² – Efficiency
T³ – Timeline
A⁴ – Average

4.6 - 5.0 Outstanding
3.8 - 4.5 Very Satisfactory
3.0 - 3.7 Satisfactory
2.2 - 2.9 Unsatisfactory
2.1 - Bellow Poor

Instrument for Performance Effectiveness of Administrative StaffRating Period: January 1, 2017 to June 30, 2017Name of Staff: **JOEL M. ISRAEL**Position: **Administrative Aide III**

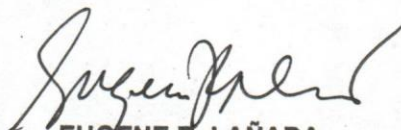
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Total Score	54/12 = 9.5				
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 : _____


EUGENE B. LAÑADA
 Name of Head