COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

NOEL C. BUSTILLO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.57	4.57 x 70%	3.20
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	4.42 x 30%	1.33
	TOTAL NUM	ERICAL RATING	4.53

TOTAL NUMERICAL RATING:

4.53

Add: Additional Approved Points, if any:

4.53

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.53

ADJECTIVAL RATING:

Outstanding

Prepared by:

NOEL C. BUSTILLO

Name of Staff

Reviewed by:

EUGENE B. LAÑADA

Department/Office Head

Recommending Approval:

EUGENE B. LANADA

College Dean

Approved:

BEATRIZ S. BELONIAS

Vice President for Instruction

INDIVIDUAL PERFOMANCE COMMITMENT AND REVIEW FORM (IPCR)

١, _	NOEL C. BUSTILLO	of the	College of Veterinary Medicine	commits to deliver and agree to the rated on the attainment of the
follow	ring targets in accordance with the i	ndicated meas	sures for the period January 1, 2018 to Ju	ne 30, 2018.
	2 1			

NOEL C. BUSTILLO

Rate

Approved:

EUGENE B. LAÑADA

Head of Unit

MFO & PAPs	Success Indicators	Tooks Assigned T		Target Accual		Rating			
WITO OL PAPS	Success mulcators	Tasks Assigned	rarget	Accomplishment	Q1	E ²	T ³	A ⁴	
Administrative Support Services	100% of administrative documents approved/ acted within one day from receipt	No. of RIS, PJR, Documents in preparing and Completion of Grades	50	135	5	5	5	5.00	
		Conduct faculty performance evaluation to be rated by students	200	400	5	4	4	4.33	
		No. of Reimbursement voucher, Telephone bill prepare and process	50	70	4	5	5	4.67	
		No. of photocopying/Mimeographing services served upon request.	1500	3500	5	5	4	4.67	
	Utility & Repair and Maintenance Services	Percentage of utility work/Minor Repair CVM Equipments and computers	30	35	4	4	4	4.00	
		Canvass/Emergency Purchase of supplies and materials	45	80	5	5	4	4.67	
Efficient & Customer students assistance	Zero complaint from clients served	All CVM students and Staff	25	50	5	4	5	4.67	
Total Over-all Rating								32.01	

Average Rating (Total Over-all rating divided by 7)	32.01	4.57
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.57
ADJECTIVAL RATING		Outstanding

LEGEND: Q¹ –Quality

E² – Efficiency

T³ – Timeline

A⁴ – Average

Comments & Recommendation for Development Purpose:

Than on feered - keeply

+ accounting function

4.6 - 5.0 Outstanding

3.0 - 3.7 Satisfactory

2.1 - Bellow Poor

2.2 - 2.9 Unsatisfactory

3.8 - 4.5 Very Satisfactory

Evaluated and Rated by: EUGENE B. LAÑADA Dept./Unit Head	Recommending Approval: EUGENE'B. LAÑADA College Dean	Approved: BEATRIZ S./BELONIAS Vice Pres. for Instruction
Date:	Date:	Date:

Instrument for Performance Effectiveness of Administrative Staff Rating Period: <u>January 1, 2018 – June 30, 2018</u>

Name of Staff: NOEL C. BUSTILLO Position: Administrative Aide III

Instruction of 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 you rating.

Scale	Descriptive Rating	Quantitative 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 requirement
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

Α.	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.	Submit 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 task as his/her share of the office targets and delivers output 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 I 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 client.	(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 by 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 of outputs of which result 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. 12. Willing to be trained and developed. 13. Demonstrates mastery and expertise in all areas of work to gain trust, report, respect and confidence from subordinates and that of higher superiors 14. Visionary and creative to draw strategic and specific plans and targets of the office/department alignment to that of the overall plans of the university 15. Accepts accountability for the overall performance and in delivering the output required of his/her unit. 16. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks 16. Average Score 17. Average Score			,				·
B. Leadership & Management (For supervisors only to be rated by higher supervisor) 1. Demonstrates mastery and expertise in all areas of work to gain trust, report, respect and confidence from subordinates and that of higher superiors 2. Visionary and creative to draw strategic and specific plans and targets of the office/department alignment to that of the overall plans of the university 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 4. Accepts accountability for the overall performance and in delivering the output required of his/her unit. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks Total Score	11.		5	4	3	2	1
B. Leadership & Management (For supervisors only to be rated by higher supervisor) 1. Demonstrates mastery and expertise in all areas of work to gain trust, report, respect and confidence from subordinates and that of higher superiors 2. Visionary and creative to draw strategic and specific plans and targets of the office/department alignment to that of the overall plans of the university 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 4. Accepts accountability for the overall performance and in delivering the output required of his/her unit. 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. Total Score	12	Willing to be trained and developed.	(5)	4	3	2	1
1. Demonstrates mastery and expertise in all areas of work to gain trust, report, respect and confidence from subordinates and that of higher superiors 2. Visionary and creative to draw strategic and specific plans and targets of the office/department alignment to that of the overall plans of the university 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 4. Accepts accountability for the overall performance and in delivering the output required of his/her unit. 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. Total Score		Total Score					
respect and confidence from subordinates and that of higher superiors Visionary and creative to draw strategic and specific plans and targets of the office/department alignment to that of the overall plans of the university Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients Accepts accountability for the overall performance and in delivering the output required of his/her unit. 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. Total Score	В.	Cools					
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3. operational processes and functions of the department/office for further 5 4 3 2 1 satisfaction of clients 4. Accepts accountability for the overall performance and in delivering the output required of his/her unit. 5 4 3 2 1 Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks 5 4 3 2 1 Total Score	2.		5	4	3	2	1
Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks Total Score	3.	operational processes and functions of the department/office for further	(5)	4	3	2	1
5. improved efficiency and effectiveness in accomplishing their assigned tasks 5 4 3 2 1 needed for the attainment of the calibrated targets of the unit.	4.		5 (4	3	2	1
	5.	improved efficiency and effectiveness in accomplishing their assigned tasks/	5	4	3	2	1
Average Score		Total Score					
		Average Score					

Overall recommendation:	

EUGENE B. LAÑADA

Name of Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NOEL C. BUSTILLO
Performance Rating: Very Satisfactory
Aim: To improve work efficiency and achieve the targets
Proposed Interventions to Improve Performance:
Date: January 2018 Target Date: June 2018
First Step: Prepare/ Process PJR, RIS. Voucher, Reimbursement and Telephone Bill forward
follow up to Budgets office for funds Availability. Photocopy /Mimeographing Service and Do
Utility services and minor repair, also Canvass and Emergency Purchase of Supply and Materials
Result: Administrative documents 100% approved and acted within one day from receipt.
The services serve upon request. and Zero complaint from client serve.
Date: April 2018 Target Date: June 2018
Next Step: Documents duly acted upon shall be released to the concern or forward to the next
office which process the said documents. and Copy of document validated as machine copy of
the document on file.
Outcome: Smooth Administrative support and services
Final Step/Recommendation:
The Routine of work and services is served upon request, and Proper sharing of work and Organized schedule of monthly activities.
Prepared by: EUGENE B. LAÑADA Unit Head
NOEL C. BUSTILLO Ratee

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