

## Annex P

# 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)
1. Numerical Rating per IPCR	4.57	4.57 x 70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	4.42 x 30%	1.33
<b>TOTAL NUMERICAL RATING</b>			<b>4.53</b>

TOTAL NUMERICAL RATING: **4.53**

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: **4.53**

**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. LAÑADA**

College Dean

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Instruction




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

Comments & Recommendation for Development Purpose:


*Train on record-keeping + accounting principles*

Evaluated and Rated by:

  
**EUGENE B. LAÑADA**  
Dept./Unit Head


Date: \_\_\_\_\_

Recommending Approval:

  
**EUGENE B. LAÑADA**  
College Dean

Date: \_\_\_\_\_

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice Pres. for Instruction

Date: \_\_\_\_\_

LEGEND: Q<sup>1</sup> – Quality  
E<sup>2</sup> – Efficiency  
T<sup>3</sup> – Timeline  
A<sup>4</sup> – 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 Staff  
Rating Period: **January 1, 2018 – June 30, 2018**

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 your 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

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.	5	4	3	2	1
12	Willing to be trained and developed.	5	4	3	2	1
Total Score						
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		<b>Scale</b>				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, report, 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 alignment 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

## 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

Conforme:

  
**NOEL C. BUSTILLO**

Ratee

DECLARATION OF INTEREST

STATE OF NEW YORK

County of \_\_\_\_\_

In the \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, do hereby declare that I am not a member of, nor am I connected with, any organization, firm, or corporation, the interests of which are adverse to the interests of the State of New York, and that I am not a member of, nor am I connected with, any organization, firm, or corporation, the interests of which are adverse to the interests of the State of New York.

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