

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

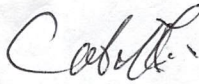
Name of Administrative Staff: **FIDEL D. CABILLO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.915	4.915 x 70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.916	4.916 x 30%	1.474
TOTAL NUMERICAL RATING			4.91

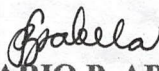
TOTAL NUMERICAL RATING: 4.91
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


FIDEL D. CABILLO
Name of Staff

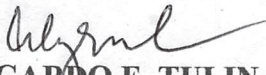
Reviewed by:


ROSARIO P. ABELA Ed.D.
Department/Office Head

Recommending Approval:


DR. REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN, Ph.D.
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FIDEL D. CABILLO**, of the **VSU Laboratory High School** commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period **January** to **June, 2018**.


FIDEL D. CABILLO
Ratee

Approved:

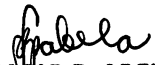

ROSARIO P. ABELA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Partial Accomplishment as of December	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and Customer-Friendly Frontline Services	0% Complaint from client served	Clients served	90% no complaint	100% no complaint	5	5	5	5	
Farm Services	Land Preparation	Land prepared	1010m ²	1250m ²	5	5	5	5	
	Area planted with seedlings/seeds planted and harvested	Seeds/Seedlings planted and harvested	1010m ²	1250m ²	5	5	5	5	
Laboratory Services	Number of students assisted during scheduled lab. classes	Students assisted	120	275	5	5	4	4.66	
Total Over-all Rating					5	5	4.75	4.915	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		


Comments & Recommendations
for Development Purpose:

Keep up the very
commendable
performance!

Evaluated & Rated by:

ROSARIO P. ABELA, Ed.D
Dept/Unit Head

Recommending Approval:

ALELI A. VILLOCINO, Ed.D.
Dean/Director

Approved by:

BEATRIZ S. BELONIAS, Ph.D.
Vice President

- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Fidel D. Cabillo

Performance Rating: Outstanding

Aim: To improve farm productivity and achieve targets on time.

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: March 2018

First Step:

Outline steps on how to increase farm production and carry out the steps with the support of the HS administration.

Result:

Increase in yield of farm crops was achieved.

Date: April 2018

Target Date: June 2018

Next Step:

Continuous and proper care of crops and marketing of harvested crops to prospective buyers.

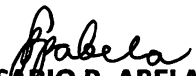
Outcome:

Smooth implementation of farm operations.

Final Step/Recommendation:

Keep up the excellent performance!.

Prepared by:


ROSARIO P. ABELA, Ed.D.
Unit Head

Conforme:


FIDEL D. CABILLO

Name of Ratee Faculty/Staff