# 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	4.43	4.43 x 70%	3.10
Supervisor/Head's     assessment of his     contribution towards     attainment of office     accomplishments	4.42	4.42 x 30%	1.33
	4.43		

**TOTAL NUMERICAL RATING:** 

4.43

Add: Additional Approved Points, if any:

4.43

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.43

ADJECTIVAL RATING:

**Very Satisfactory** 

Prepared by:

NOEL C. BUSTILLO

Name of Staff

Reviewed by:

<u>EUGENÉ B. LAÑADA</u>
Department/Office Head

Recommending Approval:

**EUGENÉ B. LAÑADA** 

College Dean

Approved:

BEATRIZ/S. BELONIAS

Vice President for Instruction

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ADJECTIVAL KATAVO:

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### 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 th
followin	ng targets in accordance with the	indicated meas	sures for the period <u>JULY 1</u> ,	2018 to DECE	EMBER 31, 2018.
	Ja/N			Q	
	40 10			Jugar	-Jele-
	NOEL C. BUŠTILLO		Approved:	C EUGENE	IÉB. LAÑAĎA

Rate

Head of Unit

MEO O DAD-	Occasion builting to un	No. of RIS, PJR, Documents in preparing and PPMP and Forward Grade Sheet  Conduct faculty performance evaluation to be rated by students  No. of Reimbursement voucher, Telephone bill prepare and process  No. of photocopying/Mimeographing services served upon request.  Percentage of utility work/Minor Repair CVM Equipments and computers	Target Actual			Ra	Remarks		
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	Q1	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Administrative Support Services	100% of administrative documents approved/ acted within one day from receipt	cuments approved/ acted   No. of RIS, PJR, Documents in preparing and   PPMP and Forward, Grade Sheet		125	4	4	4	4.00	
			250	250	5	4	5	4.67	
			50	80	5	4	4	4.33	
		, , , , , , , , , , , , , , , , , , , ,	1700	800	4	5	5	4.67	
	Utility & Repair and Maintenance Services	1	35	58	4	4	4	4.00	
		Canvass/Emergency Purchase of supplies and materials	40	53	4	5	4	4.33	
Efficient & Customer students assistance	Zero complaint from clients served	All CVM students and Staff	45	47	5	5	5	5.00	
Total Over-all Rating								31	

Average Rating (Total Over-all rating divided by 7)	31/7	4.43
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.43
ADJECTIVAL RATING		Very Satisfactory

Recommending Approval:

EUGENE B. LAÑADA College Dean

Date:\_

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Approved by:				
			APPROVE	D:
			(	
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Comments & Recommendation for

**Development Purpose:** 

EUGENE E Dept./Unit I					
Date:					
LEGEND:	Q <sup>1</sup> – quality E <sup>2</sup> – Efficiency T <sup>3</sup> – Timeliness A <sup>4</sup> – Average	3.8 3.0 2.2	-	5.0 4.5 3.7 2.9 pellow	Outstanding Very Satisfactory Satisfactory Unsatisfactory Poor

Evaluated and Rated by:

Approved by:	APPROVED:
1.	Keys-
Date:	BEATRIZ S BELONIAS, PHO

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#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July 1, 2018 – December 31, 2018</u>
Name of Staff: <u>NOEL C. BUSTILLO</u> Position: <u>Administrative Aide III</u>

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

Α. (	Commitment (both for subordinates and supervisors)		5	Scale	9	
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 (	<b>4</b>	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. 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

# Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name	of Employee:	NOEL C. BUS	TILLO	_	
Perform	mance Rating: _	Very Satisfacto	ry	-	
Aim:	To improve we	ork efficiency and	achieve the targe	ts	
Propos	ed Interventions	to Improve Perfor	mance:		
Date:	July 2018		_ Target Date: _	December 2018	
				rsement and Telephone Bill for	
			<del></del>	y /Mimeographing Service and	
Utility	services and mi	nor repair, also Cai	nvass and Emergen	cy Purchase of Supply and Mate	erials
Result	: Administrative	documents 100%	approved and acte	d within one day from receipt.	
	<del></del>	n request. and Zero			
		<del></del>			
	Step: Documents		hall be released to	December 2018 the concern or forward to the ne	
office	which process th	ne said documents.	and Copy of docu	ment validated as machine copy	of
the doc	cument on file.				
Outco	me: Smooth Adı	ministrative suppor	rt and services	<del> </del>	
Final S	Step/Recommer	idation:			
and Or		f work and service e of monthly activi		request, and Proper sharing of	<u>work</u>
			Prepared by:	EUGENE B. LAÑADA Unit Head	
Confo	rme:	John			

NOEL C. BUSTILLO Ratee