

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

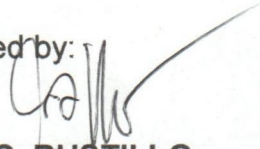
Name of Administrative Staff: **NOEL C. BUSTILLA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	4.76 x 70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.64	3.64 x 30%	1.09
TOTAL NUMERICAL RATING			4.42

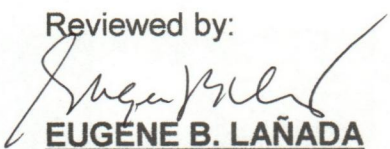
TOTAL NUMERICAL RATING: **4.42**
 Add: Additional Approved Points, if any: **-**
 TOTAL NUMERICAL RATING: **4.42**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:


NOEL C. BUSTILLO
 Name of Staff

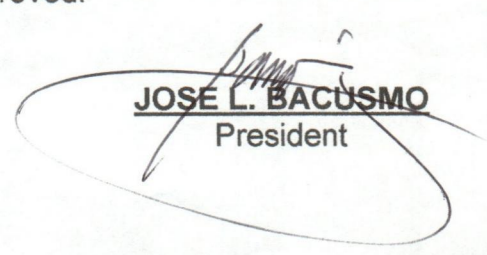
Reviewed by:


EUGENE B. LAÑADA
 College Dean

Recommending Approval:


EDGARDO E. TULIN
 Chairman, PMT

Approved:


JOSE L. BACUSMO
 President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NOEL C. BUSTILLO** of the **CVM** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30 2015.

NOEL C. BUSTILLO

Ratee

Approved:

EUGENE B. LAÑADA

Head of Unit

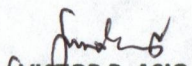
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services	100% of administrative documents approved/acted within one day from receipt	No. of RIS, PJR, Documents in preparing and Completion of Grade process	50	100	5	5	5	5.00	
		Conduct faculty performance evaluation to be rated by students	50	55	5	4	5	4.66	
		No. of Reimbursement voucher, Telephone bill prepare and process	35	55	5	5	5	5.00	
		No. of photocopying/ Mimeographing services served upon request	500	800	4	4	4	4.33	
	Utility & Repair and Maintenance Services	Percentage of utility work/Minor Repair CVM Equipments and Computers	30	30	5	5	5	5.00	
		Canvass/Emergency Purchase of supplies and materials	35	45	4	5	5	4.66	

Efficient & customer-students assistance	Zero complaint from clients served	All CVM students and Staff	10	30	4	5	5	4.66	
Total Over-all Rating								33.31	

Average Rating (Total Over-all rating divided by 6)	33.31/7	4.76
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING		Outstanding

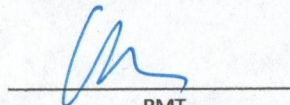
Comments & Recommendations for Development Purpose:

Received by:


VICTOR B. ASIO
 Planning Office

Date: _____
 1 – quality
 2 – Efficiency
 3 – Timeliness
 4 – Average

Calibrated by:



 PMT

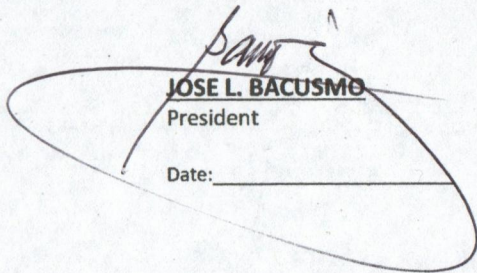
Date: _____

Recommending Approval:

EDGARDO E. TULIN
 Vice President for Instruction

Date: _____

Approved by:


JOSE L. BACUSMO
 President

Date: _____