

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

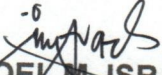
Name of Administrative Staff: **JOEL M. ISRAEL**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	4.83 x 70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.88	3.88 x 30%	1.16
TOTAL NUMERICAL RATING			4.54

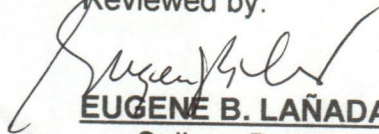
TOTAL NUMERICAL RATING: **4.54**
 Add: Additional Approved Points, if any: **-**
 TOTAL NUMERICAL RATING: **4.54**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


JOEL M. ISRAEL
 Name of Staff

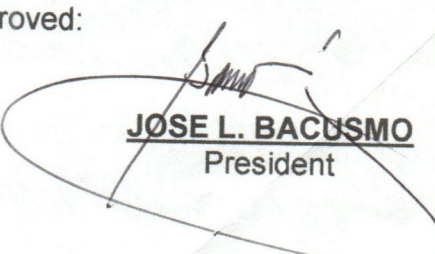
Reviewed by:


EUGENE B. LAÑADA
 College Dean

Recommending Approval:

EDGARDO E. TULIN
 Chairman, PMT

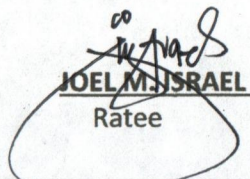
Approved:


JOSE L. BACUSMO
 President

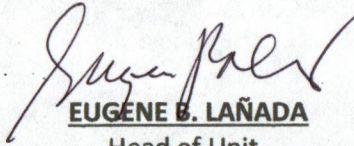
"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOEL M. ISRAEL, of the COLLEGE OF VETERINARY MEDICINE 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, 2015 to JUNE 30, 2015.


JOEL M. ISRAEL
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	No. of documents acted upon on time	Prepares, appointments, recommendation letter, payroll, purchase order, inspection report travel order vouchers, itinerary of travel, CSR's, PJR's reimbursement, liquidation, petty/cash advance, application for leave, performance evaluation, job request, actual/report teaching load, individual faculty work load etc.	420	755	5	4	5	4.66	
		Prepare and print official communications/ recommendation	25	60	5	4	5	4.66	
	No. of documents released on time	Class roster, grade sheets, completion of grades, DTR/CSR's vouchers, payrolls, etc.	20	30	5	5	5	5.00	
	No. of assigned tasks completed before the deadline	Accomplishment report, budget proposal, etc.	2	4	5	5	4	4.66	

		Emergency purchased of office supplies and materials	10	35	5	5	5	5.00	
Efficient and customer-students assistance	No complaint from students and clients served	All CVM Students/faculty and staff and client	8	For 2015	5	5	5	5.00	
Total Over-all Rating								28.98	

Average Rating (Total Over-all rating divided by 5)	28.98/6	4.83
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		Outstanding

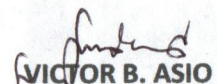
Comments & Recommendations
for Development Purpose:

Received by:

Calibrated by:


Recommending Approval:

Approved by:


VICTOR B. ASIO
Planning Office

Date: _____

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

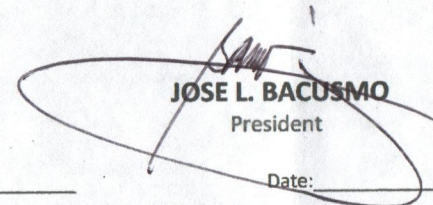


PMT

Date: _____

EDGARDO E. TULIN
Vice Pres. for Instruction

Date: _____


JOSE L. BACUSMO
President

Date: _____