



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff : ANTONIETA CORAZON D. ISRAEL

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|--|----------------------------|-----------------------------|--|
| 1. Numerical Rating per IPCR | 4.93 | x 70% | 3.45 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75 | x 30% | 1.42 |
| TOTAL NUMERICAL RATING | | | 4.87 |

TOTAL NUMERICAL RATING : 4.87
ADD: Additional Approved Points, if any : -
TOTAL NUMERICAL RATING : 4.87
ADJECTIVAL RATING : Outstanding

Prepared by:


ANTONIETA CORAZON D. ISRAEL
Admin Aide IV

Reviewed by:


HAZELLE V. ASALDO
BOR & University Secretary

Approved:


PROSE IVY G. YEPES
President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **ANTONIETA CORAZON D. ISRAEL**, Staff of the **BOR & UNIVERSITY SECRETARY** 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** to **June 2024**.

ANTONIETA CORAZON D. ISRAEL

Ratee

12/6/24

| Appointment | Appoitment/ Status | No. |
|----------------|--------------------|-----|
| Head | Board Secretary | 1 |
| Admin./Regular | Admin. Aide IV | 1 |
| Total | | 2 |

Rating Equivalents:
5-Outstanding
4-Very Satisfactory
3-Satisfactory
2-Fair
1-Poor

Approved:

HAZELLE V. ASALDO

Head of Unit

12/6/24

| MFOs/PAPs | SUCCESS INDICATOR | TASKS ASSIGNED | TARGET | ACCOMPLISHMENT | RATING | | | | REMARKS |
|--|---|--|-------------|----------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS | PI1 Number of BOR Meetings facilitated | Facilitating Board of Regents Meetings | 5 meetings | 7 meetings | 5 | 5 | 5 | 5.00 | |
| | PI6 Number of pages/documents scanned & converted into a PDF File for BOR Deliberations (Teleconference) | | 50 pages | 62 pages | 5 | 5 | 5 | 5.00 | |
| OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY | PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated | Facilitating University Administrative & Academic Council Meetings | 3 Meetings | 6 Meetings | 5 | 5 | 5 | 5.00 | |
| | PI4 Number of pages/documents scanned & converted into a PDF File for UADCO & UAC Discussions (Teleconference) | | 5 documents | 41 documents | 5 | 5 | 5 | 5.00 | |

| MFOs/PAPs | SUCCESS INDICATOR | TASKS ASSIGNED | TARGET | ACCOMPLISHMENT | RATING | | | | REMARKS |
|---|--|---|----------------|----------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES | PI1 Number of Request Received | Recording/filing of documents received/released | 5 documents | 36 documents | 5 | 5 | 5 | 5.00 | |
| | Number of Requested Documents Released | | 5 documents | 36 documents | 5 | 5 | 4 | 4.67 | |
| | PI2 Number of Documents Received for UADCO/UAC/BOR Meetings | | 25 Documents | 98 Documents | 5 | 5 | 5 | 5.00 | |
| | PI3 Number of Vouchers for BOR PER DIEMs Prepared | Prepare and process office forms | 2 Vouchers | 7 Vouchers | 5 | 5 | 5 | 5.00 | |
| | PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted | | 100% Submitted | 100% Submitted | 5 | 5 | 4 | 4.67 | |
| | PI5 Response to NCs and CARs issuances: | Prepare action for the NCs and CARs received | | | | | | | |
| | Percentage of NCs received and acted | | 0% Target | 0% Target | - | - | - | - | |
| | Percentage of CARs received and acted | | 0% Target | 0% Target | - | - | - | - | |
| Total Over-all Rating | | | | | 45 | 45 | 43 | 44.33 | |

| | |
|--|--------------------|
| Average Rating (Total Over-all rating divided by 9) | 4.93 |
| Additional Points: | |
| Punctuality | - |
| Approved Additional points (with copy of approval) | - |
| FINAL RATING | 4.93 |
| ADJECTIVAL RATING | Outstanding |

Comments & Recommendations for Development Purpose:

Good job

Evaluated & Rated by:

[Signature]
HAZELLE V. ASALDO
 Head of Unit

Date: 12/6/24

Approved by:

[Signature]
PROSE IVY G. YEPES
 President

Date: 12-18-24

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

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|--|-----------------|---------------------------------|
| | 1 st | Q U A R T E R |
| | 2 nd | |
| | 3 rd | |
| | 4 th | |

Name of Office : OFFICE OF THE BOR & UNIVERSITY SECRETARY

Head of Office : MS. HAZELLE V. ASALDO

Name of Personnel : ANTONIETA CORAZON D. ISRAEL

| Activity Monitoring | MECHANISM | Remarks |
|---------------------|---|--|
| | Meeting (One-on-One) | |
| Monitoring | Discussions regarding the need to come up with the required number of materials were done so that these can be efficiently reproduced to facilitate easy circulation to members in the different units/offices of the university. | It was agreed that the reproduction equipment in the offices be subjected to regular maintenance for high efficiency and that the office maintains sufficient stock of supplies and materials to eliminate delays. |
| Coaching | Regular upgrading of the office's facilities and equipment so that electronic tagging of all materials lodged with the office can be electronically encrypted for the safe and quick reproduction and recovery of all files. | |

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


HAZELLE V. ASALDO
 BOR & University Secretary


PROSE IVY G. YEPES
 President



TRACKING TOOL FOR MONITORING TARGETS

| Major Final Output/ Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | REMARKS |
|--|--|------------------------|---------------------|-------------------------|-------------------------|-------------------------|-------------------------|---------|
| | | | | 1 st Week | 2 nd Week | 3 rd Week | 4 th Week | |
| OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS | Number of BOR Meetings facilitated | HV Asaldo AD Israel | January - June 2024 | | | ✓ | ✓ | |
| | Number of Pages of Completed BOR Minutes of Meetings | HV Asaldo | May - June 2024 | | | ✓ | ✓ | |
| | Number of BOR Full Blown Resolutions Prepared | HV Asaldo | May - June 2024 | ✓ | ✓ | ✓ | ✓ | |
| | Number of BOR Matrix of Actions Prepared | HV Asaldo | May - June 2024 | | | ✓ | ✓ | |
| | Number of Excerpts of BOR Minutes of Meetings Prepared | HV Asaldo | May - June 2024 | ✓ | ✓ | ✓ | ✓ | |
| | Number of pages/documents scanned & converted into a PDF File for BOR Deliberations (Teleconference) | AD Israel | January - June 2024 | ✓ | ✓ | ✓ | ✓ | |
| | Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum | HV Asaldo | May - June 2024 | ✓ | ✓ | ✓ | ✓ | |
| OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY | Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated | HV Asaldo AD Israel | January - June 2024 | ✓ | | ✓ | ✓ | |
| | Number of pages of Completed UADCO & UAC Minutes of Meetings | HV Asaldo | May - June 2024 | ✓ | ✓ | ✓ | ✓ | |
| | Number of pages/documents scanned & converted into a PDF File for UADCO & UAC Discussions (Teleconference) | AD Israel | January - June 2024 | ✓ | ✓ | ✓ | ✓ | |

| Major Final Output/ Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | REMARKS |
|---|--|------------------------|---------------------|-------------------------|-------------------------|-------------------------|-------------------------|---------|
| | | | | 1 st Week | 2 nd Week | 3 rd Week | 4 th Week | |
| | Number of Referendum Materials prepared for University Academic Council Action | AD Israel | January - June 2024 | | ✓ | | ✓ | |
| | Number of special /ADHOC Committee Meetings attended | HV Asaldo | May - June 2024 | | ✓ | | | |
| OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES | Number of Requests Received | AD Israel | January - June 2024 | ✓ | ✓ | ✓ | ✓ | |
| | Number of Requested Documents Released | AD Israel | January - June 2024 | ✓ | ✓ | ✓ | ✓ | |
| | Number of Documents Received for UADCO/UAC/BOR Meetings | AD Israel | January - June 2024 | ✓ | ✓ | ✓ | ✓ | |
| | Number of Vouchers for BOR PER DIEMs Prepared | AD Israel | January - June 2024 | ✓ | ✓ | | | |
| | Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted | HV Asaldo AD Israel | January - June 2024 | ✓ | ✓ | ✓ | ✓ | |
| | Number of ISO related documents prepared/complied | HV Asaldo AD Israel | January - June 2024 | | ✓ | | | |

Prepared by:


HAZELLE V. ASALDO
 BOR & University Secretary

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : ANTONIETA CORAZON D. ISRAEL
Performance Rating : _____

Aim: To improve performance before, during, and after meetings of the
Board of Regents

Proposed Interventions to Improve Performance:

Date: Feb. 5, 2024 Target Date: March 15, 2024

First Step : Facilitate securing, reproducing, and sorting enough copies of materials
intended for inclusion in UADCO, UAC, BOR Finance Committee and BOR
Meetings and packaging these materials so that it can easily be disseminated
to the Committee/BOR Members.

Result : The Committee/BOR Members received complete set of materials needed
for the meeting.

Date: April 15, 2024 Target Date: May 20, 2024

Next Step : Proper filing, sorting, recording, and electronic tagging of materials used and
generated with emphasis on the Minutes of Meetings and Resolutions passed
in each meeting.

Outcome : Documents were filed with some being electronically tagged and stored
to facilitate faster retrieval and reproduction of these documents.

Final Step/Recommendation:

Ms. Israel should be sent to record keeping trainings as well as to advanced
electronic storage and retrieval training to improve her efficiency and
effectiveness in her function.

Prepared by:


HAZELLE V. ASALDO
BOR & University Secretary

Conforme:


ANTONIETA CORAZON D. ISRAEL
Admin. Aide IV



Instrument for Performance Effectiveness of Administrative Staff

Rating Period : January 2 – June 30, 2024

Name of Staff : ANTONIETA CORAZON D. ISRAEL Position: Admin. Aide IV

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 |

| 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. | 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 | 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. 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 : _____


HAZELLE V. ASALDO
 BOR & University Secretary