

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff : ANTONIETA D. ISRAEL

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	x 70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	x 30%	1.43
TOTAL NUMERICAL RATING			4.80

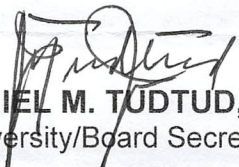
TOTAL NUMERICAL RATING : 4.80
ADD: Additional Approved Points, if any : -
TOTAL NUMERICAL RATING : 4.80

ADJECTIVAL RATING : OUTSTANDING

Prepared by:


ANTONIETA D. ISRAEL
Admin Aide III

Reviewed by:


DANIEL M. TUDTUD, JR.
University/Board Secretary

Approved:


EDGARDO E. TULIN
President

I, ANTONIETA D. ISRAEL, staff of the OFFICE OF THE UNIVERSITY/BOARD 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 July to December, 2018.

Head of Unit

Personnel	Designation	Number
Head	University/Board Secretary	1
Regular Admin Staff	Administrative Officer III	1
Regular Admin Staff	Administrative Aide III	1
Total		3

[illegible]

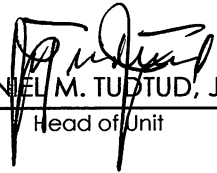
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Recording of incoming/outgoing documents	150 copies	210	5	4	4	4.33	
		Preparation of Standard Government Forms	200 copies	450	5	5	5	5.00	
Information Dissemination	Number of BOR resolutions and materials disseminated to appropriate offices within 5 working days from date of meeting	Releasing of approved BOR materials with BOR resolutions	300 copies/pages prepared & released	780	5	5	4	4.67	
Performance of Other Functions Assigned by the	Number of pages lay-outed/ reproduced in the Annual Report of	Lay-outing VSU Annual Report	80 pages	-	-	-	-	-	
Total Over-all Rating					35	28	28	33.67	

Average Rating (Total Over-all rating divided by 7)		4.81
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.81
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Attendance in trainings on records mgt. and advaced electronic storage and retrieval systems recommended for improved productivity.

Evaluated & Rated by:


DANIEL M. TUDUD, JR.
 Head of Unit

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY to DECEMBER 2018

Name of Staff: ANTONIETA D. ISRAEL Position: ADMIN. AIDE III

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	57				

B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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	57				
Average Score	4.75				

Overall recommendation : _____


DANIEL M. TUDTUD, JR.
University/Board Secretary

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 UNIVERSITY SECRETARY

Head of Office : PROF. DANIEL M. TUdTUD, JR.

Name of Personnel : ANTONIETA 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:


DANIEL M. TUdTUD, JR.
University/Board Secretary


EDGARDO E. TULIN
President

EMPLOYEE DEVELOPMENT PLAN

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

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

Proposed Interventions to Improve Performance:

Date: 06 August 2018 Target Date: 28 September 2018

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: 01 October 2018 Target Date: 05 November 2018

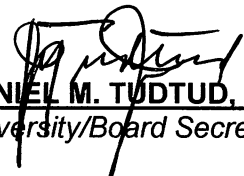
Next Step : Proper filing, sorting, recording, and electronic tagging of materials used and
generated with emphasis on the Minutes of Meetings and Resolutions passed
in each meeting.

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:


DANIEL M. TUDTUD, JR.
University/Board Secretary

Conforme:


ANTONIETA D. ISRAEL
Admin. Aide III