

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFName of Administrative Staff: **CARLITO V. RANCHEZ**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical rating (2x3)
1. Numerical Rating per IPCR	4.94	0.70	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	0.30	1.50
TOTAL NUMERICAL RATING			4.96

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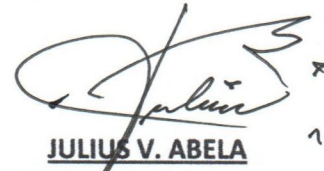
Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: **4.96****ADJECTIVAL RATING:** **OUTSTANDING**


Prepared by:


CARLITO V. RANCHEZ
 Name of Staff


Reviewed by:


JULIUS V. ABELA
 Department/Office Head

Recommending Approval:


VICTOR B. ASIO
 Dean, CAFS


Approved:


BEATRIZ S. BELONIAS
 Vice-President for Instruction


RATING SCALE: 4.6-5.0 Outstanding
 3.8-4.5 Very Satisfactory
 3.0-3.7 Satisfactory
 2.2-2.9 Unsatisfactory
 2.1- & below Poor

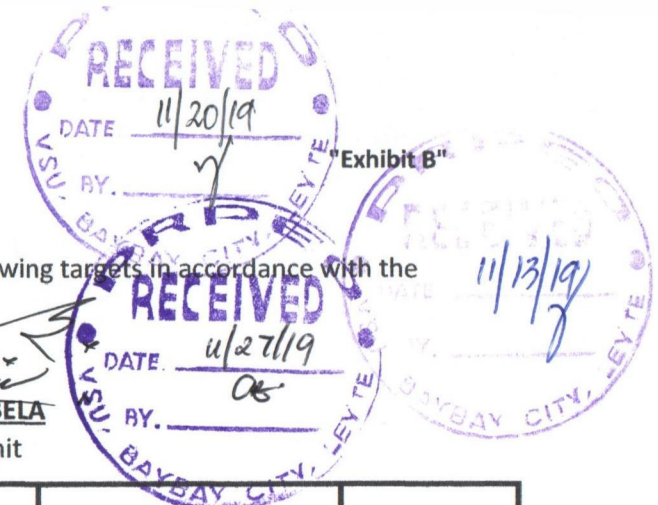
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **CARLITO V. RANCHEZ**, of the **Department of Animal Science**, 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, 2019 to June, 2019**.


CARLITO V. RANCHEZ
 Ratee

Approved:


JULIUS V. ABELA
 Head of Unit




MFO & PAPS	Success Indicators	Task Assigned	Targets	Actual Accomplishment	Rating				Remark(s)
					Q ¹	E ²	T ³	A ⁴	
Efficient and Customer Friendly Frontline Services	Zero percent complaint from client served	Officer of the day (frontliner), first person to entertain students, clients/customers, and VSU co-employees requests	90% no complaint	100%	5	5	5	5.00	
Administrative Support Services	Number of incoming communications/letter requests/memos, etc. received/xeroxed, forwarded to concerned faculty/staff and head for action, posting and dissemination	Received/xeroxed/forwarded to concerned faculty/staff and head for action, posted and disseminated all incoming communications, letter requests, memos, etc.	50	300	5	5	5	5.00	
	Number of official documents (payrolls, faculty teaching schedule/workload received, collated and forwarded to head for approval, and submitted to higher offices	Received/collated/forwarded official documents to head for approval and submitted to higher offices	50	350	5	5	5	5.00	
	Number of copy of grades and completion of incomplete grades, tree planting certificates received/forwarded for approval and release	Issued copy of grades, completion of incomplete grades and tree planting certificates to students	75	150	5	5	5	5.00	
	Number of student manuscripts received/recorded/forwarded to head and release back to student	Received and recorded student manuscripts/forwarded to head then released back to student	100	320	5	5	5	5.00	


Control No-29

	Number of outgoing documents/ communications reviewed, forwarded to head for approval and submitted to higher offices	Reviewed all outgoing documents/communications, forwarded to head for approval and submitted to higher offices	50	250	5	5	5	5.00	
	Number of administrative personnel assisted	Facilitated distribution of DTRs to all Job Order workers and two Adm. Aide 1 personnel, submit for approval to project manager and attached to payrolls and submit to higher offices	8	9	5	5	5	5.00	
	Number of animal facilities/equipment repaired and/or maintained	Supervised the maintenance of cattle project facilities and equipment	10	12	5	4	5	4.67	
	Number of official documents prepared	Prepared project monthly reports (cattle and goat/sheep projects), project procurement management plan (PPMP), inspection report, and IPCRs.	12	30	5	5	5	5.00	
Production Services	Number of STF project developed/ improved or maintained	Keeps record of animal inventory and sales of animal/manure of the cattle project	Cattle Project = 1	Ten (10) additional cows and one (1) breeder bull were added to the project acquired from Sogod Farm. Total inventory 33 heads	5	5	5	5.00	
	Percentage increase in sales of animals/manure of STF project relative to previous year	Generated income for the university through sales of animals/manure	5% increase	Animal Sales = Php65,000.00	4	5	5	4.67	
	Percentage of STF project supporting instruction, research and extension	Rendered support services for instruction, research and extension	15% support	Six hundred (600) clients were assisted in the project	5	5	5	5.00	
				Total Over-all Rating				59.33	

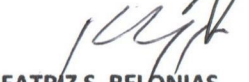
Average Rating (Total Over-all Rating/No. of A ⁴ Entries)		4.94
Additional Points:		
Punctuality	0	
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.94
ADJECTIVAL RATING		


JULIUS V. ABELA
 Head, Dept. of Animal Science

Date: _____


VICTOR B. ASIO
 Dean, College of Agriculture

Date: _____


BEATRIZ S. BELONIAS
 Vice-President for Instruction

Date: _____

Legend: Q¹ - Quality
 E² - Efficiency
 T² - Timeliness
 A⁴ - Average

4.6 - 5.0 Outstanding
 3.8 - 4.5 Very Satisfactory
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 2.1 - & below Poor

Comments & Recommendation for
 Development Purpose:
*Appreciate in seminar
 and training for
 knowledge improvement*

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2019

Name of Staff: Carlito V. Sanchez

Position: Administrative Officer 1

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		60				

Sum = 5.00

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 : _____


JULIUS V. ABELA, Ph.D.
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CARLITO V. RANCHEZ
Performance Rating: Outstanding

Aim: To improve work efficiency and achieve targets

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2019 Target Date: March 2019

First Step: Plan and project all office works especially during enrollment and coordinate with registrar's office in the scheduling of semestral courses. See to it that class size should be followed strictly.

Result: Ease in providing clients satisfaction especially to students and reduces stress to faculty due to assigning of manageable class size.

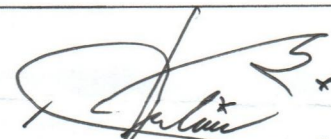
Date: April 2019 Target Date: June 2019


Next Step: Do proper filling of office documents for easy retrieval when needed and be ready for ISO: 9001:2015

Outcome: Smooth operation of office works and accomplish and submit all required documents on time.

Final Step/Recommendation:

Prepared by:


JULIUS V. ABELA
Unit Head

Conforme:

CARLITO V. RANCHEZ
Name of Ratee (Staff)