



**Annex P**

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

Name of Administrative Staff: Servando M. Latras Jr.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.8	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.86</b>

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:

**SERVANDO M. LATRAS JR.**

Name of Staff

Reviewed by:

**RANDY G. OMEGA**

Department/Office Head

Recommending Approval:

**LILIAN B. NUÑEZ**

Dean/Director

Approved:

**ROTACIO S. GRAVOSO**

Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SERVANDO M. LATRAS JR. of the Department of Tourism and Hospitality Management commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2024.

SERVANDO M. LATRAS JR.

Ratee

27/24

Approved:

RANDY G. OMEGA

Head, DTHM

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	100% no complaint	100%	100%	5	5	5	5	
	Releases Examination Permit, Assessment and Student's Copy of Grades	Released student's documents	46	30	4	4	4	4	
Messengerial Services	Number of documents delivered, facilitated and processed within the day of receipt	Delivered, facilitated and processed documents within the day of receipt	95	250	5	5	5	5	
Janitorial Services	Number of offices, classrooms, CRs, grounds cleaned and mowed and maintained its surroundings regularly	Cleaned offices, classrooms, CRs cleaned and mowed grounds and maintained its surroundings regularly	2 Offices	2	5	5	5	5	
			13 Classrooms	13					
			5 CR's	5					
		Opening and closing of offices and classrooms	Daily Accomplished	13 Classroom	13	5	5	5	5
	Photocopying incoming communications and other documents.	Photocopied documents	5CR's	5	5	5	5	5	
			48	43	4	4	4	4	
Additional Outputs			Support Services	No. of supplies/materials withdrawn from SPPMO	39	32	4	5	5
Total Over-all Rating		47.67							
Average Rating						Comments & Recommendations for Development Purpose: <i>Needs to attend more training related to his current position.</i>			
Additional points:									
Punctuality									
Approved Additional Points (with copy of the approval)									
FINAL RATING		4.8							
ADJECTIVAL RATING		Outstanding							

Comments & Recommendations for Development Purpose:

Needs to attend more trainings related to his current position.

Evaluated and Rated by:

RANDY G. OMEGA

Head, DTHM

Date: \_\_\_\_\_

Recommending Approval:

LILIAN B. NUÑEZ  
Dean, CME  
Date: \_\_\_\_\_

Approved by:

ROTACIO S. GRAYOSO  
VP for Academic Affairs  
Date: \_\_\_\_\_

## PERFORMANCE MONITORING AND COACHING JOURNAL

✓	1 <sup>st</sup>	Q U A R T E R
✓	2 <sup>nd</sup>	
✓	3 <sup>rd</sup>	
✓	4 <sup>th</sup>	

Name of Office : Department of Tourism and Hospitality Management  
 Head of Office : Randy G. Omega  
 Number of Personnel : 10 Permanent Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Logbook; DTR's	DTHM Faculty & Staff (July-December 2024).
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, certificates	(July-December 2024).
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for Leave form	
Following-up documents	Utility worker/ Office Clerk			Scheduled	Daily
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(July-December 2024).

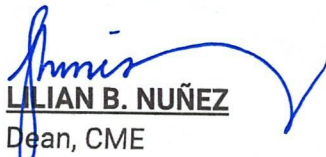
Note: Please indicate the date in the appropriate box when the monitoring was conducted

Conducted by:

  
**RANDY G. OMEGA**

Immediate Supervisor

Noted by:

  
**LILIAN B. NUÑEZ**

Dean, CME

  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs



## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
<b>MFO 1. Advanced &amp; Higher Education Services</b>	Teaching									
<b>PI 1. Instruction</b>	Instructional Materials Developed/Revised & Utilized	<i>CMPBALAGA</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 101, TMgt 123, TMgt 120
		<i>ATCabral</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt 147, HMgt 150
		<i>MBJLCASIL</i>	July-December 2024	Submits Course Syllabi	Prepares lecture materials	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty 110, HMgt 135, HMgt141
		<i>MBESCUADRA</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt125, THty105
		<i>MCLao</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty103, HMgt131
		<i>MJFManadong</i>	July-December 2024	Submits Course Syllabi	Develops lecture guide	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	TMgt 125, THty21
		<i>RGOmega</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty101, TMgt127, TMgt133
		<i>HMEQuimbo</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	ABMg101, HMgt 125, HMgt 127
		<i>DDSUMABAT</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	THty110, TMgt131, TMgt142
		<i>KKOVILLARUBIA</i>	July-December 2024	Submits Course Syllabi	Prepares 1 lecture guides	Face to face Classes	Prepares Exams For Midterm	Face to face Classes	Prepares Exams For Final	HMgt121, HMgt 137
	Reviewed/Approves Thesis/Field	<i>CMPBALAGA</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	

Practice Manuscripts/ Lab Exercises	ATC <i>abral</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	MBJL <i>CASTIL</i>	July-December 2024				Review Outlines	Review Outlines	Review Outlines	
	MBE <i>SCUADRA</i>	July-December 2024				Review Outlines	Review Outlines	Review Outlines	
	MCL <i>do</i>	July-December 2024				Review Outlines	Review Outlines	Review Outlines	
	MJF <i>Manadong</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	RG <i>Onega</i>	July-December 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	
	HME <i>Quimbo</i>	July-December 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	
	DDS <i>UABAT</i>	July-December 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	
	KKO <i>VILLARUBIA</i>	July-December 2024				Review Outlines	Review Outlines	Review Thesis Manuscripts	
Spent Hours For Students Consultations	CMP <i>BALAGA</i>	July-December 2024	1-4 W	1-4 W	1-4 W	1-4 W	1-4 W	1-4 W	All students that asks for consultation
	ATC <i>abral</i>	July-December 2024	1-5M <sub>TH</sub> 8-12 W	1-5M <sub>TH</sub> 8-12 W	1-5M <sub>TH</sub> 8-12 W	1-5M <sub>TH</sub> 8-12 W	1-5M <sub>TH</sub> 8-12 W	1-5M <sub>TH</sub> 8-12 W	All students that asks for consultation
	MBJL <i>CASTIL</i>	July-December 2024	1-2:30 M <sub>TH</sub> 9:30-11:30 TF	1-2:30 M <sub>TH</sub> 9:30-11:30 TF	1-2:30 M <sub>TH</sub> 9:30-11:30 TF	1-2:30 M <sub>TH</sub> 9:30-11:30 TF	1-2:30 M <sub>TH</sub> 9:30-11:30 TF	1-2:30 M <sub>TH</sub> 9:30-11:30 TF	All students that asks for consultation
	MBE <i>SCUADRA</i>	July-December 2024	8-10, 1-4 M <sub>TH</sub>	8-10, 1-4 M <sub>TH</sub>	8-10, 1-4 M <sub>TH</sub>	8-10, 1-4 M <sub>TH</sub>	8-10, 1-4 M <sub>TH</sub>	8-10, 1-4 M <sub>TH</sub>	All students that asks for consultation
	MCL <i>do</i>	July-December 2024	3-5 M <sub>TH</sub> 4-5 TW	3-5 M <sub>TH</sub> 4-5 TW	3-5 M <sub>TH</sub> 4-5 TW	3-5 M <sub>TH</sub> 4-5 TW	3-5 M <sub>TH</sub> 4-5 TW	3-5 M <sub>TH</sub> 4-5 TW	All students that asks for consultation
	MJF <i>Manadong</i>	July-December 2024	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	2-4:30 MTThF	All students that asks for consultation
	RG <i>Onega</i>	July-December 2024	3-5 M <sub>TH</sub> 8-9 TWF	3-5 M <sub>TH</sub> 8-9 TWF	3-5 M <sub>TH</sub> 8-9 TWF	3-5 M <sub>TH</sub> 8-9 TWF	3-5 M <sub>TH</sub> 8-9 TWF	3-5 M <sub>TH</sub> 8-9 TWF	All students that asks for consultation
	HME <i>Quimbo</i>	July-December 2024	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	8-10 MF 2-3 TTh	All students that asks for consultation
	DDS <i>UABAT</i>	July-December 2024	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	All students that asks for consultation




		<i>KKOVILLARUBIA</i>	July-December 2024	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	8-10, 1-5 W 8-10 F	All students that asks for consultation
Gives Assignments, Quizzes, Exams, Etc.		<i>CMPBALAGA</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays, Fridays
		<i>ATCabral</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays, Thursdays
		<i>MBJLCASIL</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Wednesdays, Fridays
		<i>MBESCUADRA</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Tuesdays
		<i>MCLao</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		<i>MJFManadong</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays
		<i>RGOmega</i>	July-December 2024							
		<i>HMEQuimbo</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		<i>DDSUMABAT</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
		<i>KKOVILLARUBIA</i>	July-December 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Fridays, Tuesdays
Submits Grade Sheets		<i>CMPBALAGA</i>	July-December 2024						Final Grades	THty 101, TMgt 123, TMgt 120
		<i>ATCabral</i>	July-December 2024						Final Grades	HMgt 147, HMgt 150
		<i>MBJLCASIL</i>	July-December 2024						Final Grades	THty 110, HMgt 135, HMgt 141
		<i>MBESCUADRA</i>	July-December 2024						Final Grades	HMgt 125, THty 105
		<i>MCLao</i>	July-December 2024						Final Grades	THty 103, HMgt 131
		<i>MJFManadong</i>	July-December 2024						Final Grades	TMgt 125, THty 21

[illegible]



	and workshops									
		RGOMEGA	July-December 2024					Love The Philippines Brand Guidelines Stakeholder Rollout		Participants and Resource Persons
<b>MFO 4. Administration Services</b>	Signs appointments, requests, certificates, and etc.	CMPBALAGA, ALCabral, MBJLCASTIL, n, MBEScuadra, MCLao, MJFManadong, RGOmega, HMEQuimbo, DDSunabat	July-December 2024	manuscript outline, transmittal, approval sheet, routing slip		registration forms for enrollment as course adviser				manuscript outline, transmittal, approval sheet, routing slip
		RGOmega	July-December 2024	As Head	As Head	As Head	As Head	As Head	As Head	Reimbursement, Replenishment, Payment Vouchers & PR & PPMP job order Contracts, bills
	Attends meetings.	All DTHM Faculty	July-December 2024	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	All DTHM Faculty	Departments, College, and University Meetings
	Prepares minutes of meetings.	KKOVILLARUBIA	July-December 2024	Once	Once	Once	Once	Once	Once	As Department Secretary
	Reviews communications, letters, requests and appointments	RGOmega	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When On Official Business/Seminars/Workshops
	Opens and closes classrooms, assists the dDRC in the releasing of documents.	SMLatras	July-December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Clerk's table, DTHM Rooms and other infrastructures

Prepared by:

  
**RANDY G. OMEGA**  
Unit Head



## PERFORMANCE MONITORING FORM

Name of Employee: SERVANDO M. LATRAS JR.

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Delivers of office communications, memo, & etc.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Impressive	Very Satisfactory	May ensure that all communications, memos, & etc. are facilitated well.
2	Follow up vouchers, purchase requests, travel orders and other request of the office.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Impressive	Very Satisfactory	Ensure to follow up daily.
3	Maintains the proper upkeep of the office and its surroundings.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Impressive	Very Satisfactory	Keep going.
4	Monitors the properties and equipment of the office, and facilitating energy conservation.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Good work.
5	Assists and monitors the delivery and issuance of construction materials.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Good work.

\*Either very impressive, impressive, needs improvement, poor, very poor

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

  
**RANDY G. OMEGA**  
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Servando M. Latras Jr.  
Performance Rating : 4.86 (Outstanding) July – December 2024

Aim: To improve percentage of requested documents on time and securing DTHM building after use

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

Date: July 2024

Target Date: September 2024

First Step:

Monitor Mr. Latras' performance regarding faculty requests for documents and in securing the DTHM building

Result:

Some requested documents were facilitated and prepared on time and building security has improved.

Date: October 2024

Target Date: December 2024

Next Step:

One-on-one meeting with Mr. Latras


Outcome:

His performance specific to document facilitation and preparation and in securing DTHM building has improved.

Final Step/Recommendation:

Required Mr. Latras to report on weekdays & facilitate the routing of documents as required by the faculty and always check DTHM buildings (door locks, electric fans, etc.) for security reasons before leaving the office

Prepared by:

  
**RANDY G. OMEGA**  
Unit Head

Conformer:

  
**SERVANDO M. LATRAS JR.**  
Admin Aide I





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July to December 2024

Name of Staff: Servando M. Latras Jr. Position: Administrative Aide I


**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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		60				
Average Score		5				
Overall recommendation:						

  
**RANDY G. OMEGA**  
 Immediate Supervisor