



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **SERVANDO M. LATRAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.96	60%	2.98
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	40%	1.93
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.91

FINAL NUMERICAL RATING 4.91

ADJECTIVAL RATING: Outstanding

Prepared by:

SERVANDO M. LATRAS
Name of Staff 1/11/24

Reviewed by:

RANDY G. OMEGA
Department/Office Head 1/11/24

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean/Director 1/12/24

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs 1/12/24

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 p

SERVANDO M. LATRAS JR.

Ratee

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	0% complaint from client served	100% no complaint	100%	100%	5	4	5	4.67	
	Releases Examination Permit, Assessment and Student's Copy of G	Released student's documents	46	50/46 (109%)	5	5	5	5	
Messengerial Services	Number of documents delivered, facilitated and processed within the	Delivered, facilitated and processed documents	95	180/95 (189%)	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	2 Offices	2/2 (100%)	5	5	5	5	
			13 Classrooms	13/13 (100%)	5	5	5	5	
			5 CR's	5/5 (100%)	5	5	5	5	
	Opening and closing of offices and classrooms	Daily Accomplished	13 Classroom	13/13 (100%)	5	5	5	5	
			5CR's	5/5 (100%)	5	5	5	5	
	Photocopying incoming communications and other documents.	Photocopied documents	48	48/48 (100%)	5	5	5	5	
Additional Outputs	Support Services	No. of supplies/materials withdrawn from inventory	39	39/39 (100%)	5	5	5	5	
Total Over-all Rating		49.67						49.67	

Average Rating	4.96
Additional points:	
Punctuality	
Approved Additional Points (with copy of the approval)	
FINAL RATING	4.96
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Attend more trainings related to his responsibilities.

Evaluated and Rated by:

RANDY G. OMEGA

Head, DTHM

Date: 11/11/24

Recommending Approval:

MOISES NEIL V. SERINO

Dean, CME

Date: 11/12/24

Approved by:

BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: 11/12/24

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 office communications, memo, & etc.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	May ensure that all communications, memos, & etc. are facilitated well.
2	Follow up vouchers, purchase requests, travel orders and other requests of the office.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	Ensure to follow up daily.
3	Maintains the proper upkeep of the office and its surroundings.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	Keep going.
4	Monitors the properties and equipment of the office, and facilitates energy conservation.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Good work.
5	Assists and monitors the delivery and issuance of construction materials.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	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 1/11/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

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		56				

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						58				
Average Score						4.83				

Overall recommendation : Keep up the good work!


RANDY G. OMEGA
 Printed Name and Signature
 Head of Office 11/12/24

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Servando M. Latras
Performance Rating : 4.91 (Outstanding) July – December 2023

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

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

Date: July 2023

Target Date: September 2023

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 2023

Target Date: December 2023

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

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SERVANDO M. LATRAS
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