



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ORLANDO V. LATRAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	0.70	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.08	0.30	1.23
TOTAL NUMERICAL RATING			4.55

TOTAL NUMERICAL RATING:

4.55

Add: Additional Approved Points, if any:

-

TOTAL NUMERICAL RATING:

4.55

FINAL NUMERICAL RATING:

4.55


ADJECTIVAL RATING:

VERY SATISFACTORY


Prepared by:


ORLANDO V. LATRAS
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 Academic Affairs

ORLANDO V. LATRAS
Ratee

MFO & PAPS	Success Indicators	Task Assigned	Targets	Actual Accomplishment	Rating				Remark(s)
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services	Number of animals cared/sold	Pasturing and returning cattle, deworming, and takes care the newly born animals.	Cattle = 20	Animals being taken cared = 30 heads Gross Sale = P10,000.00	5	5	5	5.00	
	Number of paddocks of pasture established and/or maintained	Maintenance of the different paddocks of pasture.	10	Maintained 11 paddocks	4	5	5	4.67	
	Number of animal shed maintained	Clean/sanitize animal shed.	1	Daily Cleaning	4	5	5	4.67	
	Number of animal facilities/equipment repaired and/or maintained	Maintain the facilities and equipment of the cattle project.	3	Maintained 7 cattle facilities/equipment	5	4	5	4.67	
				Total Over-all Rating				19.00	

Average Rating (Total Over-all Rating/No. of A ⁴ Entries)		4.75
Additional Points:		
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.75
ADJECTIVAL RATING		Outstanding

Comments & Recommendation for Development Purpose: *The caretaker must help the manager to attain the goals and targets of the project. He must also improve and development energy management.*

Evaluated & Rated by:



JULIUS V. ABELA

Department Head

Date: 1/14/2021

Recommending Approval:



VICTOR B. ASIO

Dean, CAFS

ate: 1/19/2021

Approved by:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/20/21

Rating Scale:

4.6 -5.0 Outstanding

3.8 - 4.5 Very Satisfactory

3.0-3.7 Satisfact 2.1 - & below Poor

2.2-2.9 Unsatisfactory



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July-December, 2020**

Name of Staff: **Orlando V. Latras**

Position: **Administrative Aide 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		49 Ave = 4.08				

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 : _____


MICHAEL DOMINIC M. GARRIDO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ORLANDO V. LATRAS
Performance Rating: Very Satisfactory

Aim: To improve work efficiency and achieve targets

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

Date: July 2020 Target Date: September 2020

First Step: Develop skills/procedures for nose stringing, drug administration and other related activities in the cattle project

Result: Ease in handling animals during disposal and be able to carry out health care of animals of the project

Date: October 2020 Target Date: December 2020


Next Step: Develop knowledge in health, breeding and pasture management

Outcome: Productive project due to higher animal population which resulted to higher income.


Final Step/Recommendation:

The caretaker must help the manager to attain the goals and targets of the project. He must also improve and develop energy management.

Prepared by:


JULIUS V. ABELA
Unit Head

Conforme:


ORLANDO V. LATRAS
Name of Ratee (Staff)