COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: CARLITO V. RANCHEZ

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical rating (2x3)
1.	Numerical Rating per IPCR	4.95	0.70	3.47
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.71	0.30	1.41
		TOTAL NUME	RICAL RATING	4.88

TOTAL NUMERICAL RATING:

4.88

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.88

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

ARLIPO V. RANCHEZ

Mame of Staff

JULIUS V. ABELA

Department/Office Head

Vice-President for Instruction

Recommending Approval:

Approved:

VICTOR B. ASIO

Dean, CAFS

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

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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 <u>January</u>, 2018 to <u>June</u>, 2018.

CARLITO V. RANCHEZ

Ratee

Approved:

JULIUS V. ABELA

Head of Unit

MFO & PAPS	Success Indicators	Task Assigned	Targets	Actual Accomplishment		Ra	ting		Remark(s)
				Accomplishment	Q¹	E²	T ³	A ⁴	
Efficient and Customer	Zero percent complaint from client	Officer of the day (frontliner), first person to	90% no	100%	5	5	5	5.00	
Friendly Frontline	served	entertain students, clients/customers, and VSU	complaint						
Services		co-employees requests							
Administrative Support	Number of incoming	Received/xeroxed/forwarded to concerned	50	200	5	5	5	5.00	
Services	communications/letter	faculty/staff and head for action, posted and							
	requests/memos, etc.	disseminated all incoming communications,							
	received/xeroxed, forwarded to	letter requests, memos, etc.							
	concerned faculty/staff and head for			·					
	action, posting and dissemination								
	Number of official documents	Received/collated/forwarded official	50	300	5	5	5	5.00	
	(payrolls, faculty teaching	documents to head for approval and submitted							
	schedule/workload received, collated	to higher offices							
	and forwarded to head for approval,								
	and submitted to higher offices								
	Number of registration permit, copy	Issued registration permit, copy of grades,	75	200	5	5	5	5.00	
	of grades and completion of	completion of incomplete grades and tree							
	incomplete grades	planting certificates to students							
	received/forwarded for approval and				İ	:			
	release to higher offices								
	Number of official documents/	Seggregated/filed various official	100	250	5	5	5	5.00	
	communications /memos, etc.	documents/communications/memos, etc.							
	seggrated and filed								

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CARLITO V. CENOUEZ

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Approved:

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The second of th		5.00			Trib	ac.	C	Roce wed/Lergy#d/forwiscled to docerned facuty/stuff and freed for action, posted and disseminated all incoming communications, letter requests, themos, etc.	รรมายใกล้เลียงกับสามารถ เอเมียงสมาร์ เลียงกับสามารถ	
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		20.4	2	3	C	250	901	Seggrégat advilled verlaus official doctinants/communications/memos, etc.		

	T	Is a sure sure sure sure sure sure sure sure			_				
	Number of outgoing documents/	Reviewed all outgoing	50	200	5	5	5	5.00	
		documents/communications, forwarded to							
	to head for approval and submitted	head for approval and submitted to higher							
	to higher offices	offices							
	Number of administrative personnel	Facilitated distribution of DTRs to all Job Order	8	10	5	5	5	5.00	
	assisted	workers and two Adm. Aide 1 personnel, submit							
		for approval to project manager and attached							
		to payrolls and submit to higher offices							
	Number of animal	Supervised the maintenance of cattle project	10	13	5	4	5	4.67	
	facilities/equipment repaired and/or	facilities and equipment	10	13	3	*	٦	4.07	
	maintained	racincies and equipment							
	Number of official documents	Prepared project monthly reports (cattle and	12	32	-	 -	 	F 60	
	prepared		12	32	5	5	5	5.00	
	prepared	goat/sheep projects), project management							
		procurement plan (PMPP), inspection report,							
	At any first of the state of th	and IPCRs.		60.40714					
	Number of individual/group assisted	Prepared and provided the animals needed	3	60 AREV members.	5	5	5	5.00	
				Venue for the 2018					
				Livestock Challenge,					
				an anniv. related					
		***		activity of the univ.					
	Number of students/individual	Oversee the operation of hammer mill and	2	Assisted MS students	5	5	5	5.00	
	assisted in the use of the forage	pelletizer machines, cleanliness of the		(Ms. M Layos, Ms.					
	processing/laboratory/cannulated	laboratory and facilitated the use of cannulated		Niepes and Mr. R.					
	bull	bull for MS and PhD students conducting		Ubod) and PhD					
		research activity		student (N. Gervacio)					
Production Services	Number of STF project developed/	Keeps record of animal inventory and sales of	Cattle Project = 1	One (1) calf was born.	5	5	5	5.00	
	improved or maintained	animal/manure of the cattle project		Animal Inventory as of					
				June, 2018: Bull= 1,					
				Cannulated Bull = 1,					
				Cow = 7,					
				Heifers= 2,					
				Male calves= 3,					
				Female calves= 5.					
				Total = 19 heads					
				TOLAI - 13 HEAUS		<u> </u>			

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	•		Total Over-a	all Rat	ing		69.33	
			project.					
			were assisted in the					
instruction, research and extension	research and extension		: (590) students					
Percentage of STF project supporting	Rendered support services for instruction,	15% support	Five hundred ninety	5	5	5	5.00	
			Total = P 44,625.00					
		· ·	Manure = P2,000					
relative to previous year			collectible					
animals/manure of STF project	sales of animals/manure		42,500 + 125					
Percentage increase in sales of	Generated income for the university through	5% increase	Animal sale = P	5	5	4	4.67	

Average Rating (Total Over-all Rating/No. of A ⁴ Entries)		4.95
Additional Points:		
Punctuality	0	
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.95
ADJECTIVAL RATING	1 -	OUTSTANDING

JULIUS V. ABELA
Head, Dept. of Animal Science

Dean, College of Agriculture

BEATRIZ S. BELÖNIAS

Vice-President for Instruction

Date: _____

Date: _____

Date: _____

Comments & Recommendation for

Needs to extend extra efforts
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request for acadeust e
papers.

Development Purpose:

Legend: Q1 - Quality

E² - Efficiency

T² - Timeliness

A⁴ - Average

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

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			,		i.		42,500 + 125		sales of animals/manuje	administrations of STF project	
1					į		oldiasileo			relative to pervious year	
-				į			Manuro = 22,000				
-					Ì		Total = P 44,025,00				
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1					1		six (59f) students		research and extension	instruction, research and extension	
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	4.95		Average Raung (Total Over-all Rating/No. of A" Envios)
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Head, Dept. of Animal Science

Dean, College of Agriculture

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Comments & Recommendation for

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Vice-President for Institution

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January – June, 2018</u>

Name of Staff: <u>Carlito V. Ranchez</u>

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)		5	Scal	е	
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		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	5	7			

Ave = 4.75

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	23		heavenmen			
	Average Score			4.60			

Overall recommendation

Commandable for promotion

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 2018 Target Date: June 2018
First Step: Tutoring cattle project personnel the various project activities,
e.g. drug administration/deworming, breeding and pasture management.
Be able to prepare work and financial plan for the establishment of different animal projects of the department.
animal projects of the department.
Result: Reduced time spent in the project and more time devoted to
office works. Each animal project be operational and can contribute
to income generation for the department/university.
Date: April 2018 Target Date: June 2018
Next Step: Continue to undergo tutorial on various computer operations.
Outcome: Enhanced computer literacy.
Final Step/Recommendation:
Prepared by: JULIUS V. ABELA Unit Head

Conforme:

CARLATO V. RANCHEZ Name of Ratee (Staff)

HALP TERMED LINES BEYNNERS

Active of Employees - CARLIES V. Am SERTE Conference College To J. S.Y. Williams बेल्या । हिन्स्कृति एवः स्थापन के विद्यालया । जाति कार्युक्ति । जाति । site diverseranti tuture en estadari en en en en en el proceso. Per el proceso Per in english di espirazion kontrollar englishe en de la dise l'illimenti Paled samples 1988 Track Date September 1988 First Step. Entoding cause conjust para properties in an autoproperties tivings, Arreste, comence authoration of the companies of the comp interació de incensioningos sub l'incensionament isonotary describer discon-Columbia - Polymond the appending the construction of present from the developed to dindhiros ase postilado perdes les combetares melicatores en Vo ujih sembata kali sepelibah ili adarpetan anjani ci etil and eight the and the state of t i kuri Steppe - Quyinpa a j**a ur**edenga pagah papa kurika aki ada kadapan padah ik

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Prepared by

Álber Előlékk Land Hall