

### 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
<b>TOTAL NUMERICAL RATING</b>			<b>4.88</b>

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any: -


**TOTAL NUMERICAL RATING:** 4.88

**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

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY OF AGRICULTURE

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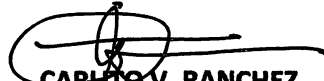
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**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

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 **January, 2018 to June, 2018**.

  
**CARLITO V. RANCHEZ**  
Ratee

Approved:

  
**JULIUS V. ABELA**  
Head of Unit

MFO & PAPS	Success Indicators	Task Assigned	Targets	Actual Accomplishment	Rating				Remark(s)
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	200	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	300	5	5	5	5.00	
	Number of registration permit, copy of grades and completion of incomplete grades received/forwarded for approval and release to higher offices	Issued registration permit, copy of grades, completion of incomplete grades and tree planting certificates to students	75	200	5	5	5	5.00	
	Number of official documents/communications /memos, etc. seggrated and filed	Seggregated/filed various official documents/communications/memos, etc.	100	250	5	5	5	5.00	

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

INFO & PAGE	Process/Workflow	Task Assigned	Target	Actual Performance	Rating	Remarks
					A B C D E	
1. Mission and Customer Service	3.00 percent complaint response	Officer to the day (frontline) and review of entrance students, clients/customers, and USU to employees/manager	90% or completion	100%	E	
2. Customer Satisfaction	3.00 percent	Noticed/forwarded/forwarded to concerned faculty/staff and need for action noted and disseminated all incoming communications (letters, requests, forms, etc.)	90	100	E	
3. Customer Satisfaction	3.00 percent	Received/collected/forwarded official documents to official documents (general faculty teaching schedule/workload received, noticed and forwarded to head for approval and submitted to higher offices)	90	100	E	
4. Customer Satisfaction	3.00 percent	Received/collected/forwarded official documents to head for approval and submitted to higher offices	90	100	E	
5. Customer Satisfaction	3.00 percent	Received/collected/forwarded official documents to head for approval and submitted to higher offices	90	100	E	
6. Customer Satisfaction	3.00 percent	Received/collected/forwarded official documents to head for approval and submitted to higher offices	90	100	E	


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


Project Name	Project Description	Project Manager	Project Status	Project Budget	Project Cost	Project Profit	Project ROI
Project A	Project A Description	Project Manager A	Project Status A	Project Budget A	Project Cost A	Project Profit A	Project ROI A
Project B	Project B Description	Project Manager B	Project Status B	Project Budget B	Project Cost B	Project Profit B	Project ROI B
Project C	Project C Description	Project Manager C	Project Status C	Project Budget C	Project Cost C	Project Profit C	Project ROI C
Project D	Project D Description	Project Manager D	Project Status D	Project Budget D	Project Cost D	Project Profit D	Project ROI D
Project E	Project E Description	Project Manager E	Project Status E	Project Budget E	Project Cost E	Project Profit E	Project ROI E
Project F	Project F Description	Project Manager F	Project Status F	Project Budget F	Project Cost F	Project Profit F	Project ROI F
Project G	Project G Description	Project Manager G	Project Status G	Project Budget G	Project Cost G	Project Profit G	Project ROI G
Project H	Project H Description	Project Manager H	Project Status H	Project Budget H	Project Cost H	Project Profit H	Project ROI H
Project I	Project I Description	Project Manager I	Project Status I	Project Budget I	Project Cost I	Project Profit I	Project ROI I
Project J	Project J Description	Project Manager J	Project Status J	Project Budget J	Project Cost J	Project Profit J	Project ROI J

	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 sale = P 42,500 + 125 collectible Manure = P2,000 Total = P 44,625.00	5	5	4	4.67	
	Percentage of STF project supporting instruction, research and extension	Rendered support services for instruction, research and extension	15% support	Five hundred ninety (590) students were assisted in the project.	5	5	5	5.00	
Total Over-all Rating								69.33	

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

Comments & Recommendation for Development Purpose:  
*Needs to extend extra efforts in assisting student(s) request for academic papers.*

  
**JULIUS V. ABELA**  
 Head, Dept. of Animal Science

  
**VICTOR B. ASIO**  
 Dean, College of Agriculture

  
**BEATRIZ S. BELONIAS**  
 Vice-President for Instruction

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

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

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

Legend: Q<sup>1</sup> - Quality  
 E<sup>2</sup> - Efficiency  
 T<sup>2</sup> - Timeliness  
 A<sup>4</sup> - 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

Legend:  
 4 - Average  
 5 - Fairness  
 6 - Efficiency  
 7 - Quality

5.1 - Below Poor  
 5.2 - Unsatisfactory  
 5.3 - Satisfactory  
 5.4 - Very Satisfactory  
 5.5 - Outstanding

Head, Dept. of Animal Science

Dean, College of Agriculture

Vice-President for Instruction

ADDITIONAL RATING		
FINAL RATING		
Approved Additional Points (with copy of report)	0	
Promotability	0	
Additional Points:		
Average Rating (Total Overall Rating/No. of Entries)	4.00	

Comments & Recommendation for Development Purpose:  
 (Handwritten notes in box)

Percentage increase in sales of animals/muscle relative to previous year	Percentage of 217 project supporting instruction, research and extension	Generated income for the university through sales of animals/muscle	21% increase	Animal sale = 1 45,500 + 125 collected Manure = 23,000 Total = 68,500.00	5	5	4	4.57
Percentage of 217 project supporting instruction, research and extension	Rendered support services for instruction, research and extension	15% support	Five hundred ninety six (596) students were assisted in the project.	5	5	5	5	5.00
Total Overall Rating				68.57				



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2018Name of Staff: Carlito V. SanchezPosition: 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		57				

Ave = 4.75

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
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			
Average Score		4.60			

Overall recommendation : Commendable for promotion.

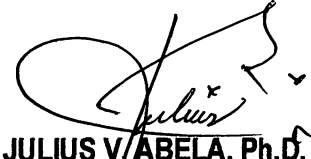
  
**JULIUS V. ABELA, Ph.D.**  
Name of Head

EXHIBIT L

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.

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

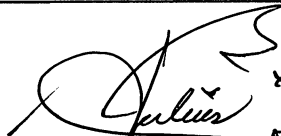
Next Step: Continue to undergo tutorial on various computer operations.  
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Outcome: Enhanced computer literacy.


Final Step/Recommendation:

\_\_\_\_\_  
\_\_\_\_\_

Prepared by:

  
**JULIUS V. ABELA**  
Unit Head

Conforme:

  
**CARLITO V. RANCHEZ**  
Name of Ratee (Staff)

10-11-12

SECRET

MEMORANDUM FOR THE DIRECTOR

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Approved:

[Illegible Signature]

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10-11-12  
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