

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFRating Period: July-December, 2017Name of Administrative Staff: CARLITO V. RANCHEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (2)	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	4.82	0.30	1.45
TOTAL NUMERICAL RATING			4.91

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Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: **4.91**ADJECTIVAL RATING: **OUTSTANDING**

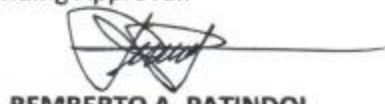
Prepared by:

Reviewed by:


CARLITO V. RANCHEZ
 Name of Staff


DINAH M. ESPINA
 Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President
Legend:

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

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 July, 2017 to December, 2017.


CARLITO V. RANCHEZ
 Ratee


DINAH M. ESPINA
 Head of Unit

MFO & PAPS	Success Indicators	Task Assigned	Targets	Actual Accomplishment	Rating				Remark(s)
					Q ¹	E ²	T ³	A ⁴	
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 head for action, posting and dissemination	Received/xeroxed/forwarded to head for action, posted and disseminated all incoming communications, letter requests, memos, etc.	50	100	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	75	5	5	5	5.00	
	Number of certificate of registration (COR), copy of grades and completion of incomplete grades received/forwarded for approval and release to higher offices	Issued CORs, copied of grades, completion of incomplete grades to students	75	150	5	5	5	5.00	
	Number of official documents/communications/memos, etc. segregated and filed	Seggregated/filed various official documents/communications/memos, etc.	100	200	5	5	5	5.00	

	Number of outgoing documents/communications reviewed, forwarded to head for approval and submitted to higher offices	Reviewed all outgoing documents/communications, forwarded to head for approval and submitted to higher offices	50	75	5	5	5	5	5.00	
	Number of administrative personnel assisted	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	11	5	5	5	5	5.00	
	Number of animal facilities/equipment repaired and/or maintained	Supervised the maintenance of cattle project facilities and equipment	10	13	5	4	5	5	4.67	
	Number of official documents prepared	Prepared project monthly reports (cattle, goat/sheep, and ducks/poultry projects), project management procurement plan (PMPP), inspection report, and IPCRs.	12	22	5	5	5	5	5.00	
	Number of individual/group assisted	Prepared and provided the animals needed	3	60 AREV members. Venue for the 2017 Livestock Challenge, an anniv. related activity of the univ. Cannulated bull was used by researchers from Villaba & VSU main campuses.	5	5	5	5	5.00	
Production Services	Number of students/individual assisted in the use of the forage processing laboratory	Oversee the operation of hammer mill and pelletizer machines, and the cleanliness of the laboratory	2	Assisted researchers from Villaba and VSU	4	5	5	5	4.67	
	Number of STF project developed/improved or maintained	Keeps record of animal inventory and sales of animal/manure of the cattle project	Cattle Project = 1	Four (4) calves were born. Animal Inventory as of December, 2017: Bull= 1, Cannulated Bull = 1, Cow = 7, Heifers= 2, Male calves= 5, Female calves= 5.	5	5	5	5	5.00	

	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 = P64,685 Manure = P1,000 Total = P 65,685	5	5	5	5.00
	Percentage of STF project supporting instruction, research and extension	Rendered support services for instruction, research and extension	15% support	Five hundred eighty six (586) students were assisted in the project: AS 21= 77, AS 22= 118, AS 131= 156, AS 133= 106, K11&12= 69, Vet. Med. Students=15, BSD= 45	5	5	5	5.00
Total Over-all Rating								69.33

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	OUTSTANDING

Comments & Recommendation for Development Purpose:

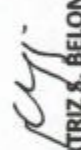
Received by:


TERESITA L. QUINANOLA
PRPEO

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

Recommending Approval:


BEATRIZ S. BELONIAS
Vice-President for Instruction

Approved by:


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

Legend: Q¹ - Quality
E² - Efficiency
T³ - Timeliness
A⁴ - Average

Rating Scale:

4.6 - 5.0 Outstanding
3.8 - 4.5 Very Satisfactory
3.0 - 3.7 Satisfactory
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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2017Name 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.

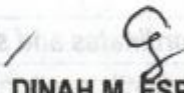
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		58 + 24				

Avg - 4.82

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					24
Average Score					

Overall recommendation :


DINAH M. ESPINA, Ph.D.
 Name of Head