## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ORLANDO V. LATRAS

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical rating (2x3)
1.	Numerical Rating per IPCR	4.83	0.70	3.38
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	0.30	1.35
		TOTAL NUME	RICAL RATING	4.73

**TOTAL NUMERICAL RATING:** 

4.73

Add: Additional Approved Points, if any:

**TOTAL NUMERICAL RATING:** 

4.73

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

Reviewed by:

11--- - CA-FE

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, ORLANDO V. LATRAS, 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.

ORLANDO V. LATRAS

Ratee

Approved:

JULIUS V. ABELA 6

Head of Unit

		Table Andrews and	Targets	Actual		Ra	iting		Remark(s)
MFO & PAPS	Success Indicators	i ask Assigned	Task Assigned Targets		Q¹	E²	T <sup>3</sup>	A <sup>4</sup>	
Administrative Support Services		Pasturing and returning cattle, deworming, and takes care the newly born animals.		Pastured and returned cattle = 22 to their shed daily, provided them with forages, water and feeds.  Dewormed them every 3 months and took care newly born animals by providing them with vitamins.  Animal/manure Sales = P44,625.00	5	5	5	5.00	
	Number of paddocks of pasture established and/or maintained	Maintenance of the different paddocks of pasture.	10	Replanted paddocks no. 2 with Napier Grass. Applied fertilizer and maintained three (3) paddocks used for grazing and seven (7) cut and carry of the project. Repaired fences when necessary.	5	5	5	5.00	
	Number of animal shed maintained	Clean/sanitize animal shed.	1	Daily cleaning of cattle shed = 1 and its surroundings. Manure and grass debris are propely disposed. Repaired fences.	4	5	5	4.67	
	Number of animal facilities/equipment repaired and/or maintained	Maintain the facilities and equipment of the cattle project.	3	Repaired the Rodeo Arena stage, cattle shed, driving chute/loading rump and maintained the weighing scale and segration pens.	4	5	5	4.67	
		<b>.</b>		Total Over-all Rati	ng			19.33	

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Average Rating (Total Over-all Rating/No. of A <sup>4</sup> Entries)		4.83
Additional Points:		
Punctuality	0	
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.83
ADJECTIVAL RATING		OUTSTANDING

		Evaluated and Rated by:  JULIUS V. ABELA  Head, Dept. of Animal Science  Date:	Recommending Approval:  VICTOR B. ASIO  Dean, College of Agriculture  Date:
Legend:	Q <sup>1</sup> - Quality E <sup>2</sup> - Efficiency T <sup>2</sup> - Timeliness		4.6 - 5.0 Outst 3.8 - 4.5 Very \$ 3.0 - 3.7 Satisfi

A<sup>4</sup> - Average

Comm	ents & Recommendation for
Develo	opment Purpose:
New past	Is to assist and deve fure for good animal polar log the adtitude of be well heart detectors. I
•	(A)
Appro	ved by:
	BEATRIZ S. BÉLONIAS Vice-President for Instruction
Date:	-

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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Vice-President for Instruction

4.5 - 5.0 Outstanding

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## Instrument for Performance Effectiveness of Administrative Staff

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

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

1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.  2. Makes self-available to clients even beyond official time  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  4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.  5. Commits himself/herself to help attain the targets of his/her office by assisting coemployees who fail to perform all assigned tasks  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.  7. Keeps accurate records of her work which is easily retrievable when needed.  8. Suggests new ways to further improve her work and the services of the office to its clients  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  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  11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment			7				
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	11.		(5)	4	3	2	1
Total Score 17	12.	Willing to be trained and developed	<b>/</b> 5	4	3	2	1
		Total Score	7	2			

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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	:		

Adm. Officer I

## **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: ORLANDO V. LATRAS
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: 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:April 2018 Target Date:June 2018
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:
Prepared by:  JULIUS V. ABELA  Vnit Head