

**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
<b>TOTAL NUMERICAL RATING</b>			<b>4.73</b>

TOTAL NUMERICAL RATING: 4.73


Add: Additional Approved Points, if any: -

**TOTAL NUMERICAL RATING:** **4.73****ADJECTIVAL RATING:** **OUTSTANDING**

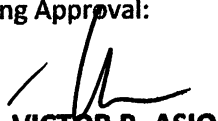
Prepared by:

  
**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 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

STATE OF TEXAS, COUNTY OF DALLAS, CITY OF DALLAS

Office of Administrative Services

Item Number	Item Description	Quantity	Unit Price	Total Price
1001	Office Supplies	100	0.50	50.00
1002	Office Supplies	100	0.50	50.00
1003	Office Supplies	100	0.50	50.00
1004	Office Supplies	100	0.50	50.00
1005	Office Supplies	100	0.50	50.00
1006	Office Supplies	100	0.50	50.00
1007	Office Supplies	100	0.50	50.00
1008	Office Supplies	100	0.50	50.00
1009	Office Supplies	100	0.50	50.00
1010	Office Supplies	100	0.50	50.00

Page 2

Office of Administrative Services

Office of Administrative Services

Office of Administrative Services

Office of Administrative Services

Office of Administrative Services

Office of Administrative Services

Office of Administrative Services

Office of Administrative Services

Office of Administrative Services

Office of Administrative Services


Office of Administrative Services

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Office of Administrative Services

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ORLANDO V. LATRAS  
Ratee

  
**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>	
Administrative Support Services	Number of animals cared/sold	Pasturing and returning cattle, deworming, and takes care the newly born animals.	Cattle = 20	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 properly 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 ramp and maintained the weighing scale and segregation pens.	4	5	5	4.67	
				Total Over-all Rating				19.33	



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

Comments & Recommendation for Development Purpose:

*Needs to assist and develop pasture for good animal production. Develop the attitude of being a good heart detector.*

Evaluated and Rated by:

*[Signature]*  
JULIUS V. ABELA

Head, Dept. of Animal Science

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

Recommending Approval:

*[Signature]*  
VICTOR B. ASIO

Dean, College of Agriculture

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

Approved by:

*[Signature]*  
BEATRIZ S. BELONIAS

Vice-President for Instruction

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:  
 A - Average  
 T - Timeliness  
 E - Effectiveness  
 Q - Quality

4.0 - Outstanding  
 3.8 - 4.0 Very Satisfactory  
 3.6 - 3.8 Satisfactory  
 3.4 - 3.6 Unsatisfactory  
 3.2 - 3.4 Below Fair

Reviewed by: [Signature]  
 Head, Dept. of Animal Science  
 Date: \_\_\_\_\_

Recommending Approval: [Signature]  
 Dean, College of Agriculture  
 Date: \_\_\_\_\_

Approved by: [Signature]  
 Vice-President for Instruction  
 Date: \_\_\_\_\_

ADJECTIVE RATING		
FINAL RATING		
Approved (Additional points with copy of approval)	0	
Punctuality	0	
Additional Points		
Average Rating (Overall Rating) of 5 Entries		

Comments & Recommendation for Development Program:  
[Handwritten notes]

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2018Name of Staff: Orlando V. LatrasPosition: 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		54				

Ave 4.50

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 : \_\_\_\_\_

  
**CARLITO V. RANCHEZ**  
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

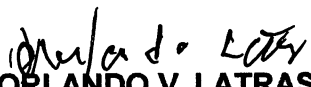
Outcome: Productive project due to higher animal population which resulted to higher income.

Final Step/Recommendation:

Prepared by:

  
**JULIUS V. ABELA**  
Unit Head

Conforme:

  
**ORLANDO V. LATRAS**  
Name of Ratee (Staff)