



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: JAIME V. LATRAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical rating (2x3)
1. Numerical Rating per IPCR	4.87	0.70	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
TOTAL NUMERICAL RATING			4.86

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: **4.86**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JAIME 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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, JAIME 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 July, 2019 to December, 2019.

JAIME V. LATRAS
Ratee

Approved:


JOULUS V. ABELA
Head of Unit

MFO & PAPS	Success Indicators	Task Assigned	Targets	Actual Accomplishment	Rating				Remark(s)
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services	Number of animals cared/ sold	Pasturing of goat/sheep and returning them to their shed, providing them with feeds, water, cutting, hauling, providing the animals with forages, give medication and takes care newly born animals and deworm the animals every 3 months. Generated income through sales of animals/manure	80	Animal Inventory = 80 heads Gross Sale: P39,850	5	5	5	5.00	
	Number of paddocks of pasture established and/or maintained	Cleaning of previously pastured areas, application of fertilizer, repairing fences, planting <i>kakawati</i> on fence line and planting different grasses.	10	15	5	5	5	5.00	
	Number of animal sheds maintained	Clean/sanitize animal sheds	3	3	4	5	5	4.67	
	Number of animal facilities/equipment repaired and/or maintained	Maintain the facilities and equipment of goat/sheep project	5	13	4	5	5	4.67	
	Number of clients served	Accommodate students and other clients in the conduct of laboratory classes, researches and as a training facility for goat/sheep production in VSU	500	600 clients served	5	5	5	5.00	
Total Over-all Rating					24.33				

Average Rating (Total Over-all Rating/No. of A ⁴ Entries)		4.87
Additional Points:		
Punctuality	0	
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.87
ADJECTIVAL RATING		Outstanding

Comments & Recommendation for Development Purpose: *Necessary must attend school - demand action of hands-on skills in handling animals and proper management.*

Evaluated and Rated by: *[Signature]*
JULIUS V. ABELA
 Head, Dept. of Animal Science
 Date: 3-9-2020

Recommending Approval: *[Signature]*
VICTOR B. ASIO
 Dean, College of Agriculture
 Date: 3-27-2020

Approved by: *[Signature]*
BEATRIZ S. BELONIAS
 Vice-President for Instruction
 Date: 4-01-2020

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July-December, 2019**

Name of Staff: **JAIME 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

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						


Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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					
Average Score					4.83

Overall recommendation :


CARLITO V. RANCHEZ
Printed Name and Signature
Administrative Officer 1, DAS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JAIME 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: July, 2019 Target Date: December, 2019

First Step: Develop skill in health, breeding and pasture management

Result: Productive and sustainable project due to higher animal population which resulted to higher income


Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Prepared by:


JULIUS V. ABELA
Unit Head

Conforme:


JAIME V. LATRAS
Name of Ratee (Staff)