



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Servando M. Latras Jr.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.367
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: Outstanding

Prepared by:

SERVANDO M. LATRAS JR.

Name of Staff

Reviewed by:

RANDY G. OMEGA

Department/Office Head

Recommending Approval:

LILIAN B. NUÑEZ

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SERVANDO M. LATRAS JR. of the Department of Tourism and Hospitality Management commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to December, 2024.

SERVANDO M. LATRAS JR.

Approved:

RANDY G. OMEGA

Ratee

Head, DTHM

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer-friendly frontline service	0% complaint from client served	100% no complaint	100%		5	5	5	5	
	Releases Examination Permit, Assessment and Student's Copy of Grades	Released student's documents	46	150/46 (326%)	5	5	5	5	
Messengerial Services	Number of documents delivered, facilitated and processed within the day of receipt	Delivered, facilitated and processed documents within the day of receipt	95	216/95 (227%)	5	5	5	5	
Janitorial Services	Number of offices, classrooms, CRs, grounds cleaned and mowed and maintained its surroundings regularly	Cleaned offices, classrooms, CRs cleaned and mowed grounds and maintained its surroundings regularly	2 Offices	2/2 (100%)	5	5	5	5	
			13 Classrooms	13/13 (100%)					
			5 CR's	5/5 (100%)					
	Opening and closing of offices and classrooms	Daily Accomplished	13 Classroom	13/13 (100%)	5	5	5	5	
			5CR's	5/5 (100%)	5	5	5	5	
					5	4	4	4.33	
	Photocopying incoming communications and other documents.	Photocopied documents	48	20/48 (41.66%)					
Additional Outputs	Support Services	No. of supplies/materials withdrawn from SPPMO	39	10/39 (25.64)	4	4	4	4	
Total Over-all Rating		43.33							

Average Rating	4.814444444	
Additional points:		
Punctuality		
Approved Additional Points (with copy of the approval)		
FINAL RATING	4.81	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

Attend more trainings relevant to position.

Evaluated and Rated by:

Recommending Approval:

Approved by:

RANDY G. OMEGA

Head, DTHM

Date: 7/22/24

LILIAN B. NUÑEZ

Dean, CME

Date: 7/22/24

ROTACIO S. GRAYOSO

VP for Academic Affairs

Date: 7/24/24

PERFORMANCE MONITORING FORM

Name of Employee: SERVANDO M. LATRAS JR.

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Delivers of office communications, memo, & etc.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	May ensure that all communications, memos, & etc. are facilitated well.
2	Follow up vouchers, purchase requests, travel orders and other request of the office.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	Ensure to follow up daily.
3	Maintains the proper upkeep of the office and its surroundings.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	Keep going.
4	Monitors the properties and equipment of the office, and facilitating energy conservation.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Good work.
5	Assists and monitors the delivery and issuance of construction materials.	Very Impressive	January 2, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Good work.

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


RANDY G. OMEGA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Servando M. Latras Jr.
Performance Rating : 4.81 (Outstanding) January – June 2024

Aim: To improve percentage of requested documents on time and securing DTHM building after use

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2024

Target Date: March 2024

First Step:

Monitor Mr. Latras' performance regarding faculty requests for documents and in securing the DTHM building

Result:

Some requested documents were facilitated and prepared on time and building security has improved.

Date: April 2024

Target Date: June 2024

Next Step:

One-on-one meeting with Mr. Latras


Outcome:

His performance specific to document facilitation and preparation and in securing DTHM building has improved.


Final Step/Recommendation:

Required Mr. Latras to report on weekdays & facilitate the routing of documents as required by the faculty and always check DTHM buildings (door locks, electric fans, etc.) for security reasons before leaving the office

Prepared by:


RANDY G. OMEGA
Unit Head

Conforme:



SERVANDO M. LATRAS JR.
Admin Aide I



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: Servando M. Latras Jr. Position: Administrative Aide I


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		4.83				
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: <i>keep up the good work!</i>						


RANDY G. OMEGA
 Immediate Supervisor