

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFName of Administrative Staff: CARLITO V. RANCHEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical rating (2x3)
1. Numerical Rating per IPCR	4.93	0.70	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	0.30	1.43
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.88**ADJECTIVAL RATING:** OUTSTANDING

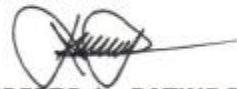
Prepared by:

Reviewed by:

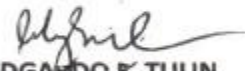

CARLITO V. RANCHEZ
 Name of Staff


DINAH M. ESPINA
 Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:

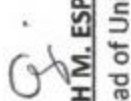

EDGARDO E. TULIN
 President
Legend:

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 January, 2017 to June, 2017.


CARLITO V. RANCHEZ
 Ratee


DINAH M. ESPINA
 Head of Unit

Approved:

MFO & PAPS	Success Indicators	Task Assigned	Targets	Actual Accomplishment	Rating				Remark(s)
					Q ¹	E ²	T ³	A ⁴	
Production Services	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	Animal Inventory as of June, 2017: Bull= 1, Cannulated Bull = 1, Cows = 7, Heifers= 2, Male calves= 6, Female calves= 5 Total = 22 heads	5	5	5	5.00	
	Percentage increase in sales of animals/manure of STF project relative to previous year	Generates income for the university through sales of animals/manure	5% increase	Animal sale = P83,390, Manure = P3,400 Total = P 86,790	5	5	5	5.00	
	Percentage of STF project supporting instruction, research and extension	Renders support services for instruction, research and extension	15% support	Four hundred fifty two (452) clients served	5	5	5	5.00	
Administrative and Support Services	Number of laboratory classes/individual/group assisted	Prepares and provides the animal needed	3	Assisted sixty (60) AREV members and visitors/farmers from Villaba to seek planting materials of different forages	5	5	5	5.00	

	Number of administrative personnel supervised and DTRs signed as AO 1.	Supervision of DAS administrative personnel, monitor their attendance and sign DTRs	8	4 = permanent 7 = JOs personnel 12 = DTRs for 2 AA1 personnel and 14 = for 7 JOs were signed/submitted	5	5	5	5.00	
	Number of animals cared	Pasturing and returning of cattle/horses, deworming, spraying of chemicals for fly/tick control, takes care of newly-born animals and the cannulated junior bull for research purposes.	Cattle = 20 Horses = 3 Goat/Sheep = 80 Poultry = 100	Cattle = 22 Horses = 5 Goat/Sheep = 86 Poultry = 140	5	5	5	5.00	
	Number of <i>Trichanthera gigantea</i> propagated/maintained	Propagation of <i>T. gigantea</i> for sale. Maintenance of <i>T. gigantea</i> planted at DAS Nursery for these/animal uses	500	Potted <i>T. gigantea</i> are maintained at DAS Nursery. Different forages are mained at the Forage Demo farm.	4	5	5	4.67	
	Number of animal facilities/equipment repaired and/or maintained	Maintain the facilities and equipment of the cattle project.	10	Rodeo Arena stage and roofing of the weighing scale were repaired, segregation pens = 3, chutes = 7, grass cutter = 1, knapsacks sprayer = 1, and hand tractor with trailer = 1	5	5	5	5.00	
	Number of official documents prepared	Preparation of project monthly reports (both cattle and goat/sheep projects), project management procurement plan (PMPP), job request for land preparation, inspection report, and IPCRs.	12	Monthly reports = 12 PPMP = 2 Land prep'n. = 1 Inspection report = 4, IPCRs = 3, and report for Annual Review = 1	5	5	5	5.00	

	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 four (4) MS animal science students, and researcher from ESSU (Dr. C. Morbos).	4	5	5	4.67	
Total Over-all Rating									49.33

Comments & Recommendation for Development Purpose:

Average Rating (Total Over-all Rating/No. of A ⁴ Entries)	4.93
Additional Points:	
Punctuality	0
Approved Additional points (with copy of approval)	0
FINAL RATING	4.93
ADJECTIVAL RATING	OUTSTANDING

Received by:

TERESITA L. QUINANOLA
PRPEO

Calibrated by:

REMBERTO A. PATINDOL
PMT Chair

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

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: January – June, 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						

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	81				
Average Score	4.76				

Overall recommendation : _____


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