



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CARLITO V. RANCHEZ**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	0.70	3.46
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
TOTAL NUMERICAL RATING			4.91

TOTAL NUMERICAL RATING:

4.91

Add: Additional Approved Points, if any:

-

TOTAL NUMERICAL RATING:

4.91

FINAL NUMERICAL RATING:

4.91

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

CARLITO V. RANCHEZ

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 Academic Affairs

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, 2020 to June, 2020.


CARLITO V. RANCHEZ
Ratee

Approved: 
JULIUS 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	
Efficient and Customer Friendly Frontline Services	Zero percent complaint from client served	Officer of the day (frontliner), first person to entertain students, clients/customers, and VSU co-employees requests	90% no complaint	100%	5	5	5	5.00	
Administrative Support Services	Number of incoming communications/letter requests/memos, etc. received/xeroxed, forwarded to concerned faculty/staff and head for action, posting and dissemination	Facilitated, posted and filed all received documents	50	250	5	5	5	5.00	
	Number of official documents (payrolls, faculty teaching schedule/workload/cattle project/goat and sheep monthly reports, etc.) received, forwarded to head for approval, and submitted to higher offices	Prepared/reviewed/forwarded to head for approval and submitted to higher offices	50	300	5	5	5	5.00	
	Number of copy of grade sheets, completion of incomplete grade, received/forwarded for approval/submitted to higher offices then filed approved copy	Facilitated submission of grade sheets/report of grade completion	75	150	5	5	5	5.00	
	Number of student manuscripts received/recorded/forwarded to head and release back to student	Facilitated the corrections and approval of student manuscripts	75	250	5	5	5	5.00	

	Number of outgoing documents/ communications reviewed, forwarded to head for approval and submitted to higher offices	Reviewed all outgoing documents/communications, forwarded to head for approval and submitted to higher offices	50	200	5	5	5	5.00	
	Number of administrative personnel assisted	Facilitated distribution of DTRs to all Job Order workers and two Adm. Aide 1 personnel, submit for approval to project manager and attached to payrolls and submit to higher offices	8	9	5	5	5	5.00	
	Number of animal facilities/ equipment repaired and/or maintained	Supervised the maintenance of cattle project facilities and equipment	10	12	5	4	5	4.67	
	Number of students final clearances, processed for approval	Processed student final clearances	40	55	5	5	5	5.00	
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	30 heads	5	5	5	5.00	
	Percentage increase in sales of animals/manure of STF project relative to previous year	Generated income for the university through sales of animals/manure	5% increase	Animal Sales = Php26,500.00	4	5	5	4.67	
	Percentage of STF project supporting instruction, research and extension	Rendered support services for instruction, research and extension	50% support	100%	5	5	5	5.00	
Total Over-all Rating								59.33	

Average Rating (Total Over-all Rating/No. of A ⁴ Entries)		4.94
Additional Points:		
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.94
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendation for Development Purpose: *He is dedicated and has the strong determination to work and meets the target. Likewise, committed to learn and extend services.*

Evaluated & Rated by:

JULIUS V. ABELA

Department Head

Date: 18/9/2020

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

Date: 18/9/2020

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 18/9/2020

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

PERFORMANCE MONITORING FORM

Name of Employees: **Carlito V. Sanchez, Policarpo C. Gumba, Jr., and Victorino M. Lamo (Administrative Staff)**

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	Assist students, visitors, clients, customers, and co-employees. Provide/extend services being requested	Clients Satisfaction	As the need arise	After submission of the request(s)	After submission of the request(s)	Impressive	Outstanding	None
2	Keeps records of animal inventory/sales and submit monthly reports of the cattle and goat/sheep projects	Updated financial records and easy retrieval of documents	Monthly recording	Jan.-June, 2020	End of every month and submitted 1 st week of the month	Impressive	Outstanding	None
3	Provide health care and assist the project managers in the implementation of various activities	Healthy animals and smooth operation of the projects	Every three (3) months	March and June, 2020	March and June, 2020	Impressive	Outstanding	None
4	Prepare/submit PPMPs and other official documents	Early delivery of supplies and compliance for submission of documents as scheduled.	As scheduled by higher office(s)	1-5 days before deadline of submission	As soon as all documents are in order	Impressive	Outstanding	None
5	Prepare communications, TOs, vouchers, payrolls, appointments, faculty teaching/workloads	Paper works with complete supporting documents finish and submitted on time to higher offices	As requested by supervisors, co-employees and other offices	1-5 days before deadline of submission	As soon as all documents are in order	Impressive	Outstanding	None



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June, 2020

Name of Staff: Carlito V. Sanchez

Position: 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		58 4.83 Ave				

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

He is dedicated and has the strong determination to work & meet the target. Likewise committed to learn and extend service



JULIUS V. ABELA

Printed Name and Signature
Head of Office

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2

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APR-11-20

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CARLITO V. RANCHEZ
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 2020 Target Date: March 2020

First Step: Plan and project all office works especially during enrollment and coordinate with registrar's office in the scheduling of semestral courses. See to it that class size be followed strictly.

Result: Ease in providing clients satisfaction especially to students and reduces stress to faculty due to assigning of manageable class size.

Date: April 2020 Target Date: June 2020


Next Step: Do proper filing of office documents for easy retrieval when needed. Have an update of all ISO forms

Outcome: Smooth operation of office works and accomplish and submit all required documents on time.


Final Step/Recommendation:

He is dedicated and has the strong determination to work and meets the target. Likewise, committed to learn and extend services.

Prepared by:


JULIUS V. ABELA
Unit Head

Conforme:


CARLITO V. RANCHEZ
Name of Ratee (Staff)