





DEPARTMEN F TOURISM AND HOSPITALITY MANAGEMENT

Visayas State University, Baybay City, Leyte

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COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: SERVANDO M. LATRAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.42	50%	2.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.75	5.1	1.67
	TOTAL NU	MERICAL RATING	4.08

4.08

4.00

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Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:

4.08

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

Approved:

Reviewed by:

SERVANDO M. LATRAS Name of Staff

7/17/23

Department/Office Head

Recommending Approval:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

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.

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 June, 2023.

SERVANDO M. LATRAS JR. Ratee

Approved:

HANNAH MAE E. QUIMBO

Head, DTHM

MEG 0 DAD-	Cusasas Indianters	Tooks Assigned	Toront	Actual		Ra	iting		Remarks
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accomplishment	Q ¹	E ²	T ³	A ⁴	1 44
ADMINISTRATIVE SUPPORT SERVICES									
Efficient and customer- friendly frontline service	0% complaint from client served	100% no complaint	100%	100%	4	5	5	4-67	
	Releases Examination Permit, Registration Permit, Assessment and Student's Copy of Grades	Released student's documents	46	23/46 (50%)	5	4	5	4.67	
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	95/47 (202%)	5	4	4	4-33	\.
Janitorial Services	Number of offices,	Cleaned offices,	2 Offices	2/2 (100%)	4	4	1	4:33	
	classrooms, CRs, grounds cleaned and mowed and	classrooms, CRs cleaned and mowed grounds and	13 Classrooms	13/13 (100%)	4	5	J	4.67	
	maintained its surroundings	maintained its surroundings regularly	5 CR's	5/5 (100%)	4	5	5	4-67	
	Opening and closing of	Daily Accomplished	1 Head's office	1/41 (100%)	14	5	5	4-67	4
	offices and classrooms		13 Classroom	13/13 (100%)	14	4	5	4.33	
	F		5CR's	5/5 (100%)	4	4	5	4-33	
	Photocopying incoming communications and other documents.	Photocopied documents	48	48/24 (200%)	4	4	4	4	

Additional Outputs	Support Services	No. of supplies/materials withdrawn from SPPMO warehouse for urgent use (per item)	39	39/20 (195)	4	4	4	4	
Total Over-all Rating		48-47							
Average Rating		4.42				Comr	nents	& Rec	commendations for
Additional points:									pose:
Punctuality									downarts are
Approved Additional Po	pints (with copy of the								4
FINAL RATING		4.42					rell-f	reclibe	ta
ADJECTIVAL RATING		Very Southstandory							
Evaluated and Rated by: HANNAH MAE E. QUIMB Head, DTHM Date: 11813	<u>o</u>	MOISES NEIL V. SERIÑO Dean, CME Date:					EATRIZ P før A	caden	ELONIAS nic Affairs

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average

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 Assess ment Of Output**	Remarks/Recommendation
1	Delivers of office communications, memo, & etc.	Very Impressive	January 1 1, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfact ory	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 1 1, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfact ory	Ensure to follow up daily.
3	Maintains the proper upkeep of the office and its surroundings.	Very Impressive	January 1 1, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfact ory	Keep going.
4	Monitors the properties and equipment of the office, and facilitating energy conservation.	Very Impressive	January 1 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstandi ng	Good work.
5	Assists and monitors the delivery and issuance of construction materials.	Very Impressive	January 1 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstandi ng	Good work.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

HANNAH MAE E. QUIMBO Unit Head

7/18/23







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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2023

Name of Staff: <u>Servando M. Latras Jr.</u> Position: <u>Administrative Aide I</u>

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. C	Commitment (both for subordinates and supervisors)		5	Scale	9	
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	5			

	eadership & Management (For supervisors only to be rated by higher supervisor)		9	Scale	Э				
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				3.75				

Overall recommendation

: To improve confidence, and competitioness by attending to trainings

HANNAH MAE E. QUIMBO

Printed Name and Signature Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee

: Servando M. Latras

Performance Rating

: 4.08 (Very Satisfactory) January - June 2023

Aim: <u>To improve percentage of requested documents on time and securing CFES building</u> after use

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

Date: January 2023

Target Date: March 2023

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 2023

Target Date: June 2023

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:

HANNAH MAE E. QUIMBO

Unit Head