

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFRating Period: July-December, 2015Name of Administrative Staff: ORLANDO V. LATRAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (2)	Equivalent Numerical rating (2x3)
1. Numerical Rating per IPCR	4.83	0.70	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	0.30	1.40
TOTAL NUMERICAL RATING			4.78

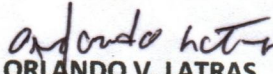
TOTAL NUMERICAL RATING: 4.78

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: **4.78**ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

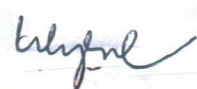

ORLANDO V. LATRAS
 Name of Staff


DINAH M. ESPINA
 Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:

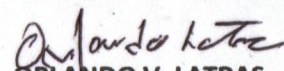

EDGARDO E. TULIN
 President


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, **ORLANDO 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, 2016 to December, 2016**.


ORLANDO V. LATRAS
 Ratee

Approved: 
DINAH M. ESPINA
 Head of Unit

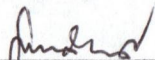
MFO & PAPS	Success Indicators	Task Assigned	Targets	Actual Accomplishment	Rating				Remark(s)
					Q ¹	E ²	T ³	A ⁴	
Administrative Support Services	Number of animal cared	Pasturing and returning cattle, deworming, spraying of chemical for fly/tick control, takes care the newly born animals.	Cattle = 20	Pastured and returned cattle = 26 to their shed daily, provided them with forages, water and feeds. Dewormed them every 3 months, sprayed them with chemical for fly/tick control as the need arise and took care newly born animals by providing them with vitamins.	5	5	5	5.00	
	Number of paddocks of pasture established and/or maintained	Maintenance of the different paddocks of pasture.	10	Applied fertilizer and maintained three (3) paddocks used for grazing and seven (7) cut and carry of the project. Repaired fences when	5	5	5	5.00	

	Number of animal shed maintained	Clean/sanitize animal shed.	1	Daily cleaning of cattle shed = 1 and its surroundings. Manure and grass debris are properly disposed.	4	5	5	4.67	
	Number of animal facilities/equipment repaired and/or maintained	Maintain the facilities and equipment of the cattle project.	3	Repaired the Rodeo Arena and stage, driving chute/ loading ramp and maintained the weighing scale and segregation pens	4	5	5	4.67	
Total Over-all Rating								19.33	

Average Rating (Total Over-all Rating/No. of A ⁴ Entries)		4.83
Additional Points:		
Punctuality	0	
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.83
ADJECTIVAL RATING		OUTSTANDING


Comments & Recommendation for Development Purpose:

Received by:


PRPEO Office

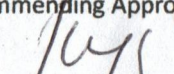
Date: _____

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

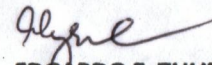

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS
Vice-President for Instruction

Date: _____

Approved by:


EDGARDO E. TULIN
President 

Date: _____

Legend: Q¹ - Quality
E² - Efficiency
T² - Timeliness
A⁴ - Average

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2016

Name of Staff: Orlando 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		56				