



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: CARLITO V. RANCHEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical rating (2x3)
1. Numerical Rating per IPCR	4.93	0.70	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: **4.90**

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 Instruction

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

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 July, 2019 to December, 2019.


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 and filed	Received all incoming communications, e.g. letter request, memos, notices, TPES, SWOT, ROAM, OTPs, etc. forwarded to concerned staff/department head for action. Post for dissemination/information of everybody then filed.	50	180	5	5	5	5.00	
	Number of official documents prepared, reviewed, facilitate approval, recorded and released	Draft communications for encoding, review for final printing, forward to head for approval. Review all prepared documents e.g. payrolls, vouchers, travel orders, application for leave, faculty actual teaching load, individual faculty workload, report of grade completion, grade sheets, PR's, PPMs, liquidation reports, tree planting certificates, etc. Facilitate approval, recorded and released.	100	200	5	5	5	5.00	

	Number of administrative personnel supervised/assisted	Prepared Job Contracts for seven (7) JO workers. Facilitate distribution of their DTRs and accomplishment report for signature of immediate supervisor. Attach to payroll for approval by department head, ready for forwarding to higher offices. This also include DTRs of four (4) regular and administrative personnel.	8	11	5	5	5	5.00
	Number of student manuscripts received/recorded/forwarded to head for correction and returned back to student	a) Receive field practice manuscript from coordinator, recorded then returned to student b) Receive field practice manuscript from student, recorded then forwarded to head for corrections. This is repeated several times until the final approval then released to student.	25	50	5	5	5	5.00
	Number of ISO documents prepared, submitted and filed	Prepared/submitted and filed ISO documents e.g. SWOT, ROAM, CAP, RFCA's, Quality Record Matrix, Risk Assessment Action Plan, Notice of Meeting, Attendance Sheet, Justification, etc.	50	75	5	5	5	5.00
	Number of Graduate students assisted in the use of the hammer mill	Assisted MS Animal Science students in the use of the hammer mill at DAS Forage Processing Laboratory	4	10	5	5	5	5.00
	Number of STF project developed/Improved or maintained	Keeps record of animal inventory, sales of animal/manure. Supervise deworming, administration of vitamins, etc.	1	1	4	5	5	4.67
Production Services	Percentage of STF project supporting instruction, research and extension	Rendered support services for instruction, research and extension	50%	100%	5	5	5	5.00
	Percentage Increase in Inventory value and/or Income relative to previous year	Monitor animal inventory value/sales of the project	5%	10%	4	5	5	4.67
			Total Over-all Rating			49.33		

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		

Comments & Recommendation for Development Purpose: *Must attend training & conferences related to administrative services/matters.*


JULIUS V. ABELA
 Head, Dept of Animal Science
 Date: 3-9-2020


VICTOR B. ASIO
 Dean, College of Agriculture
 Date: 3-27-2020


BEATRIZ S. BELONIAS
 Vice-President for Instruction
 Date: 4-01-2020

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
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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July-December, 2019**

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

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				

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
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					58
Average Score					4.83

Overall recommendation :

JULIUS V. ABELA
Printed Name and Signature
Head of Office

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: July 2019 Target Date: September 2019

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 should be followed strictly.

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

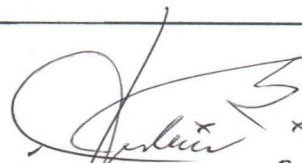
Date: October 2019 Target Date: December 2019

Next Step: Continuous improvement/proper labeling and filing of all ISO documents for easy retrieval.

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

Final Step/Recommendation:

Prepared by:


JULIUS V. ABELA
Unit Head

Conforme:


CARLITO V. RANCHEZ
Name of Ratee (Staff)