COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JAIME V. LATRAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical rating (2x3)		
Numerical Rating per IPCR	4.87	0.70	3.41		
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments 4.67 0.30					
TOTAL NUMERICAL RATING					

TOTAL NUMERICAL RATING:

4.81

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.81

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

JAIME V. LATRAS

Name of Staff

JULIUS/V. ABELA

Department/Office Head

Recommending Approval:

Approved:

VICTOR B. ASIO

Dean, CAFS)

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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

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INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, <u>JAIME V. LATRAS</u>, of the <u>Department of Animal Science</u>, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January</u>, <u>2018</u> to <u>June</u>, <u>2018</u>.

JAIME V. LATRAS

Ratee

Approved:

IULIUS V. ABELA

Head of Unit

MFO & PAPS	Success Indicators	Task Assigned	Targets	Targets Accomplishment		Rating			Remark(s)
				Accomplishment	Q^1	E²	T ³	A ⁴	
Administrative Support Services	Number of animals cared/ sold	Pasturing of goat/sheep and returning them to their shed, providing them with feeds, water, cutting, hauling, providing the animals with forages, give medication and takes care newly born animals and deworm the animals every 3 months. Generated income through sales of animals/manure	80	Animal Inventory = 78 heads Gross Income: P116,850.00 animal sales	5	5	5	5.00	
	Number of paddocks of pasture established and/or maintained	Cleaning of previously pastured areas, application of fertilizer, repairing fences, planting kakawati on fence line and planting different grasses.	10	13 Replanted 5 paddocks with Napier Grass	5	5	5	5.00	
	Number of animal sheds maintained	Clean/sanitize animal sheds	3	Daily cleaning of goat/sheep houses and its surroundings. Animal manure/ 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 goat/sheep project	5	Maintained metabolism cages = 5, feeding trough of silage = 1, silage drums = 5, grass chopper = 1 and grass cutter = 1	5	4	5	4.67	

HIDWICHEL PERCONNECTS COMMISSION AND REVIEW (FELS)

UNITED The Department of Asimal Televier, commits to deliver and agree to be relied on the attainment of the Collowing targets in accordance with the inducated measures for the period gausay. 2013 in inducate with the inducated manual and accordance with the inducated manual accordance with the inducated m

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	00.2	Parity investory Cossession of the Cossession of	U3	Pasturing of goot/sloop and refurning them to their short, providing them with feeds, water, cutting hardway, providing the animals with forages, give precisions at takes care nearly bein animals and deworm the industs every 3 munths. Generated income through sales of animals/manure.		Administrative Support Services
	5.5.5.5.00	i.2 Ropiani. d 5 prédecks with Hapier Grass	0.1 0.1 0.1 0.1 0.1	Cleaning of previously pastured areas, spelu office of fertilities, repairing ferces, clanting (okswett) on tence line and planting different gravess.	retices beneddesse mustea to stool bee, to seign if benistaism	•
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		Majintalond metabolism cages = 5, foeding trougi of Jiage = 1, singe unlins = 5, grass circipph = 1, and grass cutter = 1		Maintaín una facilitics and equipment of goaf/sheep project	Number of animal facilities/equipment repaired unal/or maintoirad	

d)	Number of clients served	Accommodate students and other clients in the	500	Served 797 clients	5	5	5	5.00	
		conduct of laboratory classes, researches and as a							
		training facility for goat/sheep production in VSU							
L	<u> </u>				لــِــا				
Total Over-all Rating			24.33						

Average Rating (Total Over-all Rating/No. of A ⁴ Entries)		4.87
Additional Points:		
Punctuality	0	
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.87
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendation for Development Purpose:

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Evaluated and Rated by:

Head, Depty of Animal Science

Date: _____

Recommending Approval:

Date:

Dean, College of Agriculture

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

Legend: Q1 - Quality

E² - Efficiency

T² - Timeliness

A⁴ - Average

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		conduct of laboratory classes, researches and as a	
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Preligited and Rated by:

THAR VEHILL

Head, Dept/of Animal Science

Recommending Approval:

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2.2 - 1.2 Unsatisfactory

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Dean, College of Agriculture

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PERTURE ROLONIAS

Vice President for inclination

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January – June, 2018</u>

Name of Staff: Jaime V. Latras

Position: Administrative Aide I

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 requirement	
1	Poor	The staff fails to meet job requirements	

Α. (A. Commitment (both for subordinates and supervisors)					
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	$\binom{5}{2}$	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	$\binom{5}{2}$	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	(3)	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	<u> </u>	7			

A. 4.14

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						L			
	Average Score								

Overall recommendation	:

CARLITO V RANCHEZ Adm. Officer 1

EMPLOYEE DEVELOPMENT PLAN

Name of Employee:	V. LATRAS	
Performance Rating: Outsta	anding	
Aim: To improve work effic	iency and achieve	targets
Proposed Interventions to In Qualification to assume higher		
Date: January 2018	Target Date: _	June 2018
First Step: Develop skill in management	health, breeding a	nd pasture
	sustainable projec n resulted to highe	t due to higher animal
Date:	Target Date:	
Next Step:		
Outcome:		
Final Step/Recommendation:		
Conforme:	Prepared by:	JULIUS V. ABELA Uplit Head

JAIME V. LATRAS
Name of Ratee (Staff)

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