COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ORLANDO V. LATRAS

	Particulars (1)	Numerical Rating (2)	Percentage Weight (2)	Equivalent Numerical rating (2x3)
1.	Numerical Rating per IPCR	4.75	0.70	3.33
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	0.30	1.40
		TOTAL NUME	RICAL RATING	4.73

TOTAL NUMERICAL RATING:

4.73

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.73

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

ORLANDO V. LATRAS

Name of Staff

DINAH M. ESPINA

Department/Office Head

Recommending Approval:

REMBERTO AL PATINDOL

Chairman, PMT

Approved:

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 January, 2017 to June, 2017.

ORLANDO V. LATRAS

Approved:

Head of Unit

DINAH M. ESPINA

MFO & PAPS Administrative Support	Success Indicators	Task Assigned Pasturing and returning cattle,	Targets Cattle = 20	Actual Accomplishment Pastured and returned cattle = 22 to		5 0.	S 12	I H
Services		deworming, spraying of chemical for fly/tick control, takes care the newly born animals.		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.				
	Number of paddocks of pasture established Maintenance of the different paddocks and/or maintained of pasture.	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 necessary.	so.		S	5 4 4.67
	Number of animal shed maintained	Clean/sanitize animal shed.	н	Daily cleaning of cattle shed = 1 and its surroundings. Manure and grass debris are propely disposed.	4	the state of the s	'n	5 5 4.67
	Number of animal facilities/equipment repaired and/or maintained	Maintain the facilities and equipment of the cattle project.	6	Repaired the cattle shed, driving chute/loading rump and maintained the weighing scale and segration pens.	4		25	5 4.67
				Total Over-all Rating	bu			19.00

Average Rating (Total Over-all Rating/No. of A* Entries)		4.75	Comments & Recommendation for
Additional Points:			Development Purpose:
Punctuality	0		
Approved Additional points (with copy of approval)	0		
FINAL RATING		4.75	
ADJECTIVAL RATING		OUTSTANDING	
Received by:	Calibrated by:	Recommending Approval:	Approved by:
FERESITAL QUINANOLA PRPEO	REMBERTOA, PATINDOL PMT Chair	BEATRIZ'S, BELONIAS Vice/President for Instruction	EDGARDO E. TULIN
Date:	Date:	Date:	Date:
Legend: Q1-Quality		4.6 - 5.0 Outstanding	Su
E ² - Efficiency		3.8 - 4.5 Very Satisfactory	actory
T ² - Timeliness		3.0 - 3.7 Satisfactory	^
A* - Average		2.2 - 2.9 Unsatisfactory	tory
		2.1 - & below Poor	

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June, 2017

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 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				
5	Outstanding					
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)	-1	S	cale	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	1	1			

	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	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	-
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
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	•
	Total Score	6.				
	Average Score		4.6	7		

Overall recommendation	· · · · · · · · · · · · · · · · · · ·

CARLITO V. RANCHEZ Adm. Officer I