

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 NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING: 4.73


Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.73

ADJECTIVAL RATING: OUTSTANDING

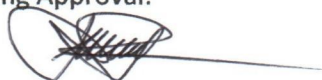
Prepared by:

Reviewed by:

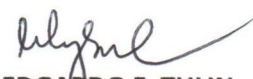

ORLANDO V. LATRAS
Name of Staff


DINAH M. ESPINA
Department/Office Head

Recommending Approval:


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



Orlando V. Latras
Ratee

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		Pasturing and returning cattle, deworming, spraying of chemical for fly/tick control, takes care the newly born animals.	Cattle = 20	Pastured and returned cattle = 27 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 necessary.	5	5	4	4.67	
	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 cattle shed, driving chute/loading ramp and maintained the weighing scale and segregation pens.	4	5	5	4.67	
				Total Over-all Rating				19.00	

THE HISTORY OF THE UNITED STATES

The history of the United States is a story of growth and change. It begins with the first settlers, who came to the Americas in search of a new life. They found a land of opportunity, but also one of conflict. The story of the United States is a story of the struggle for freedom and justice, and of the triumph of the American spirit.

Handwritten note:
The history of the United States is a story of growth and change.

Date	Event	Significance	Location	Time
1776	Declaration of Independence	Established the United States as a sovereign nation	Philadelphia	September 17
1787	Constitution signed	Established the framework for the federal government	Philadelphia	September 17
1791	Bill of Rights adopted	Guaranteed individual liberties	New York City	September 17
1800	Capital moved to Washington, D.C.	Established the new capital of the United States	Washington, D.C.	October 17
1861	Civil War begins	Fought over slavery and states' rights	Fort Sumter, South Carolina	April 17
1863	Emancipation Proclamation issued	Declared slaves to be free	Washington, D.C.	January 17
1865	Civil War ends	Reunited the United States	Appomattox, Virginia	April 17
1877	Compromise of 1877	Resolved the disputed 1876 presidential election	Washington, D.C.	March 17
1898	Spanish-American War	Established the United States as a world power	San Juan, Puerto Rico	July 17
1901	Yellow Fever Epidemic	Killed thousands of people	New Orleans, Louisiana	September 17
1904	Summer Olympics held	First Olympics held in the United States	St. Louis, Missouri	August 17
1909	Ford Model T introduced	Revolutionized the automobile industry	Dearborn, Michigan	October 17
1914	World War I begins	Fought over territorial disputes and nationalism	Europe	July 17
1917	United States enters World War I	Helped to defeat the Central Powers	Europe	April 17
1918	Spanish Flu Pandemic	Killed millions of people worldwide	Global	October 17
1929	Wall Street Crash	Led to the Great Depression	New York City	October 17
1933	Prohibition repealed	Allowed the production and sale of alcohol	Washington, D.C.	December 17
1939	World War II begins	Fought over the balance of power in Europe	Europe	September 17
1941	Pearl Harbor attack	Led to the United States' entry into World War II	Pearl Harbor, Hawaii	December 17
1945	World War II ends	Reestablished peace in the world	Europe	May 17
1947	Marshall Plan launched	Helped to rebuild Europe after the war	Washington, D.C.	April 17
1950	Korean War begins	Fought over the division of Korea	Korea	July 17
1954	Brown v. Board of Education	Declared racial segregation in schools unconstitutional	Topeka, Kansas	May 17
1957	First satellite launched	First artificial satellite in orbit	USSR	October 17
1959	Alaska and Hawaii admitted as states	Expanded the United States	Washington, D.C.	August 17
1960	Civil Rights Movement begins	Fought for equality for African Americans	Selma, Alabama	March 17
1961	Cuban Missile Crisis	Brink of nuclear war	Cuba	October 17
1963	John F. Kennedy assassinated	End of the Kennedy administration	Dallas, Texas	November 17
1964	Civil Rights Act passed	Guaranteed equal rights for all citizens	Washington, D.C.	July 17
1968	Vietnam War escalates	Fought over the future of Vietnam	Vietnam	August 17
1969	Apollo 11 moon landing	First humans on the moon	Moon	July 17
1970	Woodstock festival	Cultural event of the 1960s	Max Yasgur's farm, New York	August 17
1971	Pentagon Papers released	Exposed the government's secret activities in Vietnam	Washington, D.C.	June 17
1972	Nixon visits China	Improved relations with the People's Republic of China	Beijing, China	February 17
1973	Oil crisis	Led to energy shortages and price increases	Middle East	October 17
1974	Nixon resigns	End of the Nixon administration	Washington, D.C.	August 17
1975	Fall of Saigon	End of the Vietnam War	Saigon, Vietnam	April 17
1976	Jimmy Carter elected	First president from Georgia	Washington, D.C.	January 17
1977	Shuttle Columbia launched	First Space Shuttle mission	Cape Canaveral, Florida	February 17
1978	Iranian Revolution	Overthrow of the Shah of Iran	Iran	January 17
1979	Soviet invasion of Czechoslovakia	Led to the end of the Cold War	Czechoslovakia	August 17
1980	Olympic Boycott	Protest against the Soviet invasion of Czechoslovakia	United States	June 17
1981	Iranian Hostage Crisis	Led to the Iran-Contra scandal	Iran	November 17
1982	Treaty of Free Trade signed	Established the North American Free Trade Agreement	Washington, D.C.	January 17
1983	First AIDS cases reported	Led to the AIDS epidemic	New York City	June 17
1984	Olympic Games in Los Angeles	First Olympics held in the United States since 1904	Los Angeles, California	August 17
1985	Chernobyl nuclear disaster	Led to the end of the Cold War	Ukraine	April 17
1986	Space Shuttle Challenger launched	First Shuttle mission with a female crew member	Cape Canaveral, Florida	February 17
1987	Reagan's second term begins	End of the Reagan administration	Washington, D.C.	January 17
1988	Soviet invasion of Georgia	Led to the end of the Cold War	Georgia	August 17
1989	Fall of the Berlin Wall	End of the Cold War	Berlin, Germany	November 17
1990	Gulf War begins	Fought over the future of Kuwait	Gulf	August 17
1991	Soviet Union collapses	End of the Soviet Union	USSR	December 17
1992	Bill Clinton elected	First president from Arkansas	Washington, D.C.	January 17
1993	First World Trade Center bombing	Led to the September 11 attacks	New York City	February 17
1994	NATO expands	First time since 1949	Washington, D.C.	April 17
1995	Shuttle Columbia launched	First Shuttle mission with a female crew member	Cape Canaveral, Florida	February 17
1997	Clinton's second term begins	End of the Clinton administration	Washington, D.C.	January 17
1998	NATO intervenes in Kosovo	First time since 1949	Kosovo	April 17
1999	Shuttle Columbia launched	First Shuttle mission with a female crew member	Cape Canaveral, Florida	February 17
2000	Bush elected	First president from Texas	Washington, D.C.	January 17
2001	September 11 attacks	Led to the War on Terror	New York City	September 17
2002	Iraq War begins	Fought over the future of Iraq	Iraq	March 17
2003	Shuttle Columbia launched	First Shuttle mission with a female crew member	Cape Canaveral, Florida	February 17
2004	Bush's second term begins	End of the Bush administration	Washington, D.C.	January 17
2005	Hurricane Katrina	Led to the rebuilding of New Orleans	New Orleans, Louisiana	August 17
2006	Shuttle Columbia launched	First Shuttle mission with a female crew member	Cape Canaveral, Florida	February 17
2007	Obama elected	First president from Illinois	Washington, D.C.	January 17
2008	Financial crisis	Led to the Great Recession	Global	September 17
2009	Obama's second term begins	End of the Obama administration	Washington, D.C.	January 17
2010	Shuttle Columbia launched	First Shuttle mission with a female crew member	Cape Canaveral, Florida	February 17
2011	Arab Spring	Led to the overthrow of several governments	Middle East	January 17
2012	Shuttle Columbia launched	First Shuttle mission with a female crew member		

Average Rating (Total Over-all Rating/No. of A ⁴ Entries)		4.75
Additional Points:		
Punctuality	0	
Approved Additional points (with copy of approval)	0	
FINAL RATING		4.75
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendation for Development Purpose:

Reviewed by:



DINAH M. ESPINA
 Head, DAS-CAFS

Received by:


 PRPEO Office


Date: _____

Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PM'i

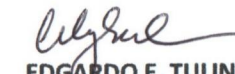
Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
 Vice-President for Admin.

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

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

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

12. 1990-1991

13. 1991-1992

14. 1992-1993

15. 1993-1994

16. 1994-1995

17. 1995-1996

18. 1996-1997

19. 1997-1998

20. 1998-1999

21. 1999-2000

22. 2000-2001

23. 2001-2002

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2016Name of Staff: Orlando V. LatrasPosition: 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		50				

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										
Average Score										

Overall recommendation : _____


CARLITO V. RANCHEZ

Name of ~~Head~~ *Supervisor*