

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Annex P

Name of Administrative Staff: BENITEZ, CECILIO M.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	30%	1.38
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING : 4.72
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.72
ADJECTIVAL RATING : OUTSTANDING

Prepared by:


CECILIO M. BENITEZ
Administrative Aide I (Clerk)
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

July-December 2022

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CECILIO M. BENITEZ, *Administrative Aide I* of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) 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 2022 to DECEMBER 2022.


CECILIO M. BENITEZ

RATEE

Approved:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM


DENNIS P. PEQUE

DEAN, CFES

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATION SERVICES										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance with all requirements thru the established/adequate implementation, maintenance, and improvement of the QMS of the core processes of the College/department under ISO 9001:2015	A 44. Compliance with all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that the QMS core processes of the university are complied with in performing administrative tasks	zero non-conformity	zero non-conformity	5	5	5	5	
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	PI 1. Submission of Institute PPMP for the following year within deadline as prescribed by BAC	On-time submission of PPMP	Drafts and finalizes PPMP for general funds, trust funds and project/research funds	On-time submission	Submitted on time	5	5	5	5	
	PI 2. Customer-friendly frontline services	Zero percent complaint from clients served	Provides customer-friendly front line services to clients	Zero % complaint	Zero % complaint	5	5	5	5	

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q ¹	E ²	T ³	A ⁴	
	PI 5. Diligent attendance to the Institute's/college's meetings	Number of monthly/ special faculty & staff meetings attended	Attends meetings by ITEEM and CFES	-	5	5	5	4	4.67	
	PI 6. Additional Outputs	Number of attendance to various virtual and face-to-face meetings, and webinars	Attends virtual meetings	-	11	5	5	5	5	* Pre-bidding conference September 29, 2022 * Pre-procurement conference October 3, 2022 * Pre-bidding conference October 19, 2022 * Bid opening November 8, 2022 * Pre-bidding conference Nov. 9, 2022 * Bid-Opening Nov. 22, 2022 * Pre-bidding conference Nov. 22, 2022 * Pre-bidding conference Dec. 1, 2022 * Bid-Opening Dec. 6, 2022 * Bid-Opening Dec. 14, 2022 * Re-Orientation in the Guidelines of Filling-Up SALN
		Number of documents barcoded for online tracking	Photo-scans and registers documents to HRIS, and generates bar codes for online tracking	-	600	5	5	5	5	
		Number of documents prepared:								
	<i>Number of outgoing ISO-aligned documents reviewed/controlled and registered</i>	Reviews/controls and registers outgoing ISO-aligned documents		-	120+	5	5	5	5	
	<i>Number of Reports of Actual Teaching Loads prepared</i>	Prepares Report of Actual Teaching Loads		-	1	4	4	4	4	
	<i>Number of IPCR prepared</i>	Prepares IPCR, targets and accomplishments		-	2	5	5	5	5	

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q ¹	E ²	T ³	A ⁴	
		<i>Number of contracts for JO personnel prepared</i>	Prepares Job Order contracts for laborers, SRA and Part-time instructors	-	19	5	5	5	5	
		<i>Number of documents for travel of personnel prepared</i>	Prepares Trip tickets and Travel Orders	-	133	5	5	5	5	
		<i>Number of documents for the acquisition of office/ field/laboratory supplies, materials etc., prepared</i>	Prepares claim documents: Purchase Requests,	-	36	5	5	4	4.67	
		<i>Number of outgoing documents/communications recorded</i>	Records outgoing documents	-	100	5	5	5	5	
		<i>Number of incoming documents received</i>	Stamps and countersigns incoming documents received	-	163	5	4	5	4.67	
		<i>Number of DTRs generated</i>	Generates and prints DTRs	-	18	5	5	5	5	Also of the other staff (1), and the Director's
		<i>Number of grade sheets/reports of grade completions printed</i>	Prints grade sheets/Report of Grade Completions	-	40+	5	5	4	4.67	
		3-5 minutes retrieving of documents filed	Effectively files official documents	Files, 1-5 minutes retrievable	Files, 1-5 minutes retrievable	5	5	5	5	
		Percent promptness and effectiveness in answering, responding, acting, and/or relaying of messages thru any format (phone calls, IP, e-mails, SMS, messenger, etc.)	Promptly answers/ responds, acts, and/or relays daily at official communications/ messages on any format	90%	90%	4	4	4	4	

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q ¹	E ²	T ³	A ⁴	
		Number of documents reproduced in compliance to specific requirements	Reprints/photocopies documents	-	60	4	5	5	4.67	
		Percentage of the functionality of office/lab equipment monitored and maintained	Monitors and assures the functionality of the assigned desktop, printers/scanners, and photocopier	90%	100%	4	4	4	4	
		Zero report and/or claims on negligence of office's safety, due to cautious inspection conducted daily before the office closes	Also takes responsibility for the safety of the office, and conducts inspection before the office closes	No report/claims on negligence received	No report/claims on negligence received	5	5	5	5	
TOTAL OVERALL RATING						4.81	4.81	4.71	4.78	

Average Rating (Total Overall rating divided by 4)	19.11	4.78
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Monitoring of the institute fund allocations, both project and GF, must be consistent in addition to your administrative functions.

Work performance, however, is very much improved, in general. Good job!

Evaluated & rated by:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM



DATE

Recommending Approval:


DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:


BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

DATE

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

“EXHIBIT I”

Performance Monitoring Form

NAME OF EMPLOYEE: CECILIO M. BENITEZ

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Provides customer-friendly services and assistance	Customer-friendly services	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Very much improved
2.	Drafts PPMPs, finalizes after the Director's final inputs and submits within the prescribed deadline	PPMPs submitted on-time	July 1, 2022	Aug 31, 2022	Aug 31, 2022	Very Impressive	Outstanding	
3.	Prepares office documents for processing such as trip tickets, travel orders, job requests, contracts of part-time instructors, laborers (JOs), SRAs, and RAs, reimbursements, payrolls, pre-travels, and liquidations	Documents on-hand and complete for smooth processing	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Exceptional
4.	Reviews/assigns control number and registers outgoing ISO-aligned documents	Documents are University-QMS compliant under ISO	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Very much improved
5.	Photo-scans and registers documents to HRIS, generates and prints barcodes for online and easy tracking	Documents easily traced and monitored	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Very Satisfactory	Following ISO processes are very much improved
6.	Generates DTRs of staff (1) and the director's; and assists faculty members in the printing of grade sheets	DTRs and grade sheets submitted on the prescribed period	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
7.	Files official documents (and maintains the filing system) effectively	Documents 1-3-minute retrievable	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Filing system is improving
8.	Records incoming and outgoing documents	Easy reference	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
9.	Monitors/follows-up project budget allocations and outlay	Monitoring of budget allocations, updated	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Very Satisfactory	More patience in doing the task
10.	Maintains cleanliness and orderliness of the office reception area and the office equipment	Office facilities and equipment maintained and in order	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
	assigned (photocopier, desktop computer, and printer)							
11.	Receives and relays incoming messages through any platforms (telephone, IP, messenger, and e-mail)	Information relayed and action taken	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Very Satisfactory	
12.	Attends regular and special meetings of ITEEM and CFES	Diligent attendance to the meetings	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Participation is improving

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ELIZA D. ESPINOSA
Immediate Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2022

Position: ADMINISTRATIVE AIDE I

Name of Staff: BENITEZ, CECILIO M.

(Clerk)

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards the 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 the 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 a 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 result as a best practice that further increases the effectiveness of the office or satisfaction of the clientele	5	4	3	2	1
11.	Accepts objective criticisms and open to suggestions and innovations for the improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		55				

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		4.58				
Overall recommendation:						
Consider working beyond office hours, whenever necessary.						

ELIZA D. ESPINOSA

Printed Name and Signature
Head of Office

"EXHIBIT C"

Performance Monitoring and Coaching Journal

	1 st	Q U A R T E R
	2 nd	
	3 rd	
	4 th	

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF STAFF	CECILIO M. BENITEZ

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 19, 2022		Notice of meeting	Submission of IPCR 2022 (Jan-June) accomplishments for consolidation to the OPCR 2022 (Jan-June) accomplishments
	As needed				Follow up AACCUP compliance report as member task force on Areas I (VMGO), II (Faculty), III (Curriculum and Instruction) and Area X (Administration) for BSES and MSTREC programs
	As needed				<ul style="list-style-type: none">Ensures that submission of all official documents (PPMP, contracts and other important papers) is done on time and should follow ISO process.Follow up attendance to important webinar meetings
COACHING		July 19, 2022	OP Memo #634 & 639		<ul style="list-style-type: none">Cascading of the OP memo in connection to AACCUP evaluation schedule (Oct. 12-14, 2022)Task Force for the online AACCUP Accreditation (Level III) of the BSES and MSTREC Program

NOTE: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

ELIZA D. ESPINOSA

Immediate Supervisor
Director, ITEEM

Noted by:

DENNIS P. PEQUE

Next Higher Supervisor
Dean, CFES

Employee Development Plan

NAME OF EMPLOYEE	CECILIO M. BENITEZ
PERFORMANCE RATING	
AIM	To improve his interpersonal relationship, document filing and written and oral communication skills.

Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: Jan 2022

Target Date: Jan 2022

First Step:

One-on-one discussion on how to enhance his competence to assume his responsibility.

Result:

The agreement was to recommend Mr. Benitez for seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills and work ethics. A face-to-face attendance to seminars was discussed and highly suggested.

Date: July 2022

Target Date: September 2022

Next Step:

Request to recommend Mr. Benitez to attend seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills.

Outcome:

Relationship with co-workers and handling of clients improved, files easily retrieved in less than 2 minutes, and written and oral communication skills improved.

Final Step/
Recommendation:

Seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills.

Note: Admin staff development plan from last year will be same this year with minor revisions and if budget allows for the training.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


CECILIO M. BENITEZ
Ratee