



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

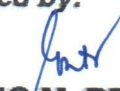
Annex P

Name of Administrative Staff: BENITEZ, CECILIO M.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.8	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.79

TOTAL NUMERICAL RATING : 4.79
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.79
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

"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 - DECEMBER, 2021.


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
						Q ¹	E ²	T ³	A ⁴	
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	PI 1. Submission of Institute PPMP for the following year within deadline as prescribed by BAC	One 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. Zero per cent complaint from clients served	Zero per cent complaint from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	PI 5. Number of monthly staff meetings attended	Number of monthly staff meetings attended	Attends meetings by ITEEM and CFES	3	6	5	5	5	5	ITEEM monthly staff meetings
	:	Attendance to various virtual meetings	Attends virtual webinars,	1	5	5	5	5	5	-Pre-Bidding Conference and Bid Opening of the Supply & Delivery of Construction & Electrical Supplies

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
										-August 29, 2021, Oct. 28, 2021, November 10-11, 2021 & November 25, 2021
		Number of documents prepared and acted on time	Prepares Job Order contracts for laborers, SRA and Part timer Instructors	10	50	5	4	4	4.55	
			Prepares Report of Actual Teaching Loads	2	2	4	4	4	4	
			Prepares Trip tickets, Travel Orders & Job Requests	40	40+	5	5	5	5	
			Prepares claim documents (payrolls, vouchers and all other supporting forms and documents	40	135	5	5	5	5	
			Generates DTRs of faculty and other staff	18	44	5	5	5	5	
			Facilitates faculty members in printing of grades sheets/Report of Grade Completion	5	32	5	5	5	5	
			Monitors project budget allocations and expenses	5	8	5	5	5	5	CHED, NR CRM, NR TSP, Kalahi, Nature Park, NRM P1719-3, Aquilaria project and ITEEM funds
		Number of documents filed & retrieved within 1-5 minutes	Files official documents	100	100+	5	5	5	5	
		Additional Outputs:								
		Number of assistance conducted for the period	Assists in maintaining the cleanliness and tidiness of the ITEEM reception area,	4	4	4	4	4	4	

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
			and for some time, the ITEEM front grounds							
		Number of equipment maintained	Assures efficiency of equipment assigned by monitoring its functionality	1	2	4	5	5	4.67	
		Number of documents photocopied/scanned	Scans/photocopies documents	56	56+	5	5	5	5	
	TOTAL OVERALL RATING									

Average Rating (Total Over-all rating divided by 4)	19.02	4.8
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.8
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
Keep up the good work!

Evaluated & rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

1/13/22
DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

1/19/22
DATE

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC
AFFAIRS2/28/22
DATE

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

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.	Prepares office documents such as trip tickets, travel orders & job requests, and contracts of part-time instructors, laborers (JOs), SRAs, and RAs	Documents on-hand and ISO conformed	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Keep track on the status of all documents and should follow ISO standards
2.	Prepares reimbursement vouchers, payrolls, pre-travel, honorarium, liquidation, leave, bills	Documents on-hand and ISO conformed	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Keep up the good work
3.	Generates DTRs of faculty and other staff and facilitates faculty members in the printing of grade sheets	DTRs and grade sheets submitted on the prescribed period	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Very Satisfactory	Updated project funds and resources should be relayed to all Project/Study Leaders
4.	Monitors/follows-up project budget allocations and expenses	Updated project funds and resources	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Much improved work performance
5.	Files official documents (and maintains the filing system)	Properly and orderly kept documents	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Maintain the impressiveness of your work performance
6.	Maintains cleanliness and orderliness of the office and reception area and maintains office equipment such as photocopier, desktop computer, and telephone	Office facilities and equipment maintained and in order	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Keep up the good performance of your work
7.	Receives and relays incoming communications through IP messages and telephone calls for faculty and staff	Information relayed and action taken	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Very Satisfactory	Much improved attendance
8.	Attends regular and special meetings of ITEEM and CFES	Attendance to the meeting	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive		

*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 2021

Name of Staff: BENITEZ, CECILIO M.

Position: ADMIN. AIDE I (Clerk)

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		57				

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		57				
Average Score		4.75				

Overall recommendation:

Continue to improve your work performance.

ELIZA D. ESPINOSA

Printed Name and Signature
Head of Office

"EXHIBIT G"

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 FACULTY	CECILIO M. BENITEZ

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 7 & Aug. 2, 2021		Notice of meeting	Submission of IPCR 2021 (Jan-June) accomplishment for OPCR 2021 (Jan-June 2021) consolidation of accomplishments
		Nov. 24, 2021		Notice of meeting	Set deadlines for some outputs to be submitted: a. OPCR/IPCR Accomplishments (July to December 2021) – Dec. 9-10, 2021 b. OPCR/IPCR Targets (January to December 2022) – Dec. 20-21, 2021 c. Updated PDS, CV, PDF – Jan. 10, 2022
		Dec. 9, 2021		Notice of meeting	Follow up submission of IPCR output (July to December 2021) for OPCR consolidation of accomplishment & submission to CFES Dean for evaluation
	As needed				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		Nov. 24, 2021		Notice of meeting	Cascading of the 3rd IQA Reports (Non-conformity Reports, General


ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
					Observations & List of Opportunities for Improvement: a. Ensures to file updated PDF/PDS; and b. Show proof of attendance to every ISO Awareness attended

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, College of Forestry & Environmental
 Science (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 2021

Target Date: Jan 2021

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.

Date: July 2021

Target Date: March 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.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


CECILIO M. BENITEZ
Ratee