



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: CALEXTRO O. AURE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.57</b>

TOTAL NUMERICAL RATING : 4.57

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING : \_\_\_\_\_

FINAL NUMERICAL RATING : 4.57

ADJECTIVAL RATING : Very Satisfactory

**Prepared by:**

CALEXTRO O. AURE  
Administrative Aide III  
ITEEM

**Reviewed by:**

MARLITO JOSE M. BANDE  
Director, ITEEM

**Recommending Approval:**

DENNIS P. PEQUE  
Dean, CFES

**Approved:**

BEATRIZ S. BELONIAS  
Vice-President for Instruction


**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, CALEXTRO O. AURE, 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 JANUARY to JUNE, 2020.

  
**CALEXTRO O. AURE**  
RATEE

**Approved:**   
**MARLITO JOSE M. BANDE**  
UNIT HEAD

  
**DENNIS P. PEQUE**  
DEAN, CFES


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 6: ADMINISTRATIVE SUPPORT SERVICES									
	Number of driving tasks completed	Drives official university vehicle(s) on official travels outside VSU main campus	21	23	5	5	5	5	Drives with trip tickets, and recoded on log book
		Drives official university vehicle(s) within VSU main campus during official activities	8	18	5	5	5	5	Drives without trip tickets, but recorded on log book
		Conducts maintenance on assigned vehicle	12	10	3	3	3	3	Washing and/or check-up of vehicle
	Number of assistance performed	Assists in RF nursery works (bagging, repotting, cleaning the area, hauling of materials)	5	7	5	5	5	5	When no scheduled trips and vehicle maintenance
	Zero per cent complaints from clients served	As driver and as a general public servant	95%	100%	5	5	5	5	
TOTAL OVERALL RATING					4.6	4.6	4.6	4.6	

Average Rating (Total Over-all rating divided by 4)		4.50
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.50
ADJECTIVAL RATING		Outstanding

Comments &amp; Recommendations for Development Purpose:

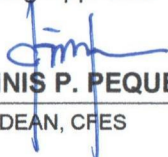
Should accept objectives, criticisms and open to suggestions by the clients

Evaluated &amp; rated by:

  
**MARLITO JOSE M. BANDE**  
 DIRECTOR, ITEEM

DATE

Recommending Approval:

  
**DENNIS P. PEQUE**  
 DEAN, CPES

DATE

Approved:

  
**BEATRIZ S. BELONIAS**  
 VICE-PRESIDENT FOR INSTRUCTION

DATE

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



# Performance Monitoring Form

NAME OF EMPLOYEE: CALEXTRO O. AURE

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.	Drives official university vehicle(s) on official travels outside VSU main campus	The purpose of the trip is safely and reliably completed	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
2.	Drives official university vehicle(s) within VSU main campus during official activities	The purpose of the trip is safely and reliably completed	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
3.	Maintains (washing, cleaning, tire replacement, etc.) the assigned vehicle	The vehicle is maintained and roadworthy	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
4.	Assists in RF nursery works (bagging, repotting, cleaning the area, hauling of planting materials)	Boosted the nursery activities	January 1, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	
5.	Attends meetings at ITEEM and CFES	Attendance to the meeting	January 1, 2020	June 30, 2020	June 30, 2020	needs improvement	satisfactory	should attend the meeting regularly

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

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

Prepared by:

  
**MARLITO JOSE M. BANDE**  
 Director, ITEEM





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2020

Name of Staff: CALEXTRO O. AURE

Position: ADMINISTRATIVE AIDE III

**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		54				



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		23				
Average Score		4.50 4.53				

Overall recommendation : He should accept objectives, criticisms and open to suggestions by the clients

**MARLITO JOSE M. BANDE**  
Director, ITEEM



## Employee Development Plan

NAME OF EMPLOYEE	CALEXTRO O. AURE
PERFORMANCE RATING	
AIM	To improve his interpersonal skill.

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

Date: Jan 8, 2020

Target Date: May 2020

First Step:

One-on-one discussion on how to enhance his competence to assume his responsibility as Admin Aide III (Driver).

Result:

The agreement was to send Mr. Aure for an interpersonal skills training.

Date: May 2020

Target Date: June 2020

Next Step:

Request to send Mr. Aure to participate interpersonal skills training.

Outcome:

Developed Mr. Aure's interpersonal skills in order to foster strong working relationships with colleagues and clients that will contribute to increasing team and organizational productivity.

Final Step/

Recommendation: Training on Interpersonal Skills and Work-related Management.

Prepared by:

**MARLITO JOSE M. BANDE**  
Unit Head

Conformé:

**CALEXTRO O. AURE**  
Ratee