

## EXHIBIT P

### Computation of Final Individual Rating for Administrative Staff

Rating Period : JANUARY – JUNE 2018

Name of Staff NOEL M. ALKUINO

Position ADMINISTRATIVE AIDE III

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.857	70%	3.400
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.849

EQUIVALENT NUMERICAL RATING : 4.849

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

TOTAL NUMERICAL RATING : 4.849


FINAL NUMERICAL RATING : 4.849

ADJECTIVAL RATING : Outstanding

Prepared by:

  
NOEL M. ALKUINO  
Name of Staff


Reviewed by:

  
MARLITO M. BANDE  
Department/Office Head

Recommending Approval:

  
DENNIS P. PEQUE  
Dean, CFES

Approved:

  
BEATRIZ S. BELONIAS  
Vice-President for Instruction

9610469

DEUT' CLE?  
DEUT' B' BEONE

RECOMMENDING ABBOT.

MEMBER OF THE  
JOINT MATRONS

DEPARTMENT OF COMMERCE  
INVESTIGATION SERVICE

Labours, etc.

PERMISSION TO:

YDIPCLAYT BYLIDG

10/10/1944

## EVENT INFORMATION BULLETIN

JOINT ADJUTANT GENERAL

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4000 ACCIPITRIS, BOATZ 11.807

ESPANOL WILLIAMS BRICKS BUILDING

10-293

UNITED STATES BUREAU OF THE MINT			
1. Description of the coin or medal and the country of origin	2. Date of issue	3. Date of receipt	4. Date of payment
5. Description of the coin or medal and the country of origin	6. Date of issue	7. Date of receipt	8. Date of payment
9. Description of the coin or medal and the country of origin	10. Date of issue	11. Date of receipt	12. Date of payment

NAME OF DISTRICT IN STRONG

POSITION	ADMINISTRATIVE VIDE III
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159400 159400 : 7140484 - 704E 3049

Содержание: 1. Описание работы; 2. Технические характеристики; 3. Требования к эксплуатации; 4. Требования к обслуживанию; 5. Требования к безопасности.

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**“Exhibit B”**

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

I, NOEL M. ALKUINO, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) 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, 2018.

  
NOEL M. ALKUINO  
 RATEE

Approved:

  
MARITO JOSE M. BANDER  
 UNIT HEAD

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>	
<b>MFO 6: ADMINISTRATIVE SUPPORT SERVICES</b>	a. Meetings attended	Staff meeting Committee meeting	5	5 0	4	4	4	4	
	b. No. of documents acted upon on time	Prepares: Trip Ticket, Travel Order, Job Reuest	15	18	5	5	5	5	
	c. No. of documents released on time	Vouchers, Letters, Payrolls, PR, Per diem, Reimbursements, TO TT, RIS, Leave, Bills, JO.	25	30	5	5	5	5	
	d. No. of documents/materials disseminated to appropriate offices within 5 working days	Messengerial services	50	55	5	5	5	5	
	e. No. of equipment/vehicle maintained	Microscope, (2) SCUBA air compressor, Depth sounder, Magnetic stirrer, (3) GPS, (3) Refractometer, (18) SCUBA tank, (10) BCD, (10) Regulator, (22) Slate board, Analytical balance, Rubber boat, Current meter, Secchi disc, (8) Transect tape, Do meter, (4) Underwater camera, Muffle furnace, Oven, Refrigerator, Fumehood, Outboard engine, (10) MSF, Grab sampler, Hand corer,	200	361	5	5	5	5	




	f. No. of academic lecture/laboratory rooms maintained	In-charge of Marine laboratory Building, Library, and Hatchery Utility services: Maintain cleanliness of Office, Mini Library, CR, and Laboratory room	240	358	5	5	5	5	
	g. No. of clients served with 90% satisfaction	Dispenses and retrieves books, laboratory supplies and equipment to staff and students.	150	324	5	5	5	5	
					34	34	34	34	

Average Rating (Total Over-all rating divided by 4)	4.857	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
• FINAL RATING	4.857	
• ADJECTIVAL RATING	Outstanding	

**Comments & Recommendations for Development Purpose:**


Makes self available to any Institute's activity even beyond official time

Evaluated & rated by:

  
MARLITO JOSE M. BANDE  
DIRECTOR, ITEEM


DATE

Recommending Approval:

  
DENNIS P. PEQUE  
DEAN, CFES

DATE

Approved:

  
BEATRIZ S. BELONIAS  
VICE-PRESIDENT FOR INSTRUCTION

DATE

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

1. Owner 2. Client 3. Address 4. Phone

DATE

DATE

DATE

DEVELOPER'S NAME  
WILLIAMS DEVELOPMENT

DEVELOPER'S ADDRESS  
1000 1st Street  
San Francisco, CA

DEVELOPER'S PHONE  
415-555-1234

DEVELOPER'S E-MAIL

DEVELOPER'S FAX

DEVELOPER'S WEBSITE

DEVELOPER'S TYPE

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## EXHIBIT O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JANUARY – JUNE 2018

Name of Staff NOEL M. ALKUINO

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		58				

# EXHIBIT C

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 2019

Position: ADMINISTRATIVE AIDE III

Name of Staff: MAMAL ALKUNIO

INSTRUCTION TO SUPERVISOR: Please indicate the effectiveness of your subordinate in completing the following functions. Indicate your estimate of the quality of your subordinate's performance using the scale below. Indicate your rating.

Scale	Function Description	Effectiveness Rating	Supervisor's Position
5	Outstanding The performance almost always exceeds the job requirements. The staff delivers outputs which always result in best grade of the unit. He is an exceptional job holder.		
4	Very Satisfactory The performance exceeds 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. Management Functions (Performance not subject to rating)			
1	Demonstrates responsibility to clients, needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	②	4 3 2 1
2	Staff is available to clients even beyond office hours.	②	4 3 2 1
3	Staff is diligent and responsive to requests received by him/her. Staff is able to handle difficult and sensitive issues with clients and staff. Staff is able to handle difficult and sensitive issues with clients and staff.	②	4 3 2 1
4	Accepts assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	②	4 3 2 1
5	Staff is interested to help clients in the target market. Staff is assisting employees who fail to perform on assigned tasks.	②	4 3 2 1
6	Staff is able to work on time, even on time when he/she is not working. Staff is able to work on time, even on time when he/she is not working.	②	4 3 2 1
7	Staff is able to work on time, even on time when he/she is not working. Staff is able to work on time, even on time when he/she is not working.	②	4 3 2 1
8	Suggests new ways to further improve the work of the office and its clients.	②	4 3 2 1
9	Accepts additional tasks assigned by the head or by higher offices even if the assigned is not related to his position but critical to the achievement of the functions of the university.	②	4 3 2 1
10	Minimizes office hours during lean periods by performing and handling the functions of the office which results in a faster service to the clients.	②	4 3 2 1
11	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work performance.	②	4 3 2 1
12	Willing to be trained and developed.	②	4 3 2 1
Total Score			



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	4.83				

Overall recommendation
:
Makes self available to any Institute's activity even beyond official time.



MARLITO M. BANDE  
Name of Head

8. Leadership & Management (For supervisors only, to be rated by higher supervisor)					Scores
1	2	3	4	5	
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher supervisor					
2. Visionary and creative to draw strategic and tactical plans and targets of the office/department aligned to that of the overall plans of the university					
3. Initiates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients					
4. Accepts accountability for the overall performance and in delivering the output required of higher unit					
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					
Total Score					
Average Score					

Overall recommendation : Very Good  
Very Good

Signature of Head  
 Name of Head

**EXHIBIT L**

**Employee Development Plan**

NAME OF EMPLOYEE	NOEL M. ALKUINO
PERFORMANCE RATING	OUTSTANDING
AIM	To enhance his knowledge and skills on maintaining scuba diving gears and marine laboratory equipment.

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

Date:	August 15, 2018	Target Date:	December 31, 2018
First Step:	One-on-one discussion on how to enhance his competence to assume his responsibility as Admin Aide III (In-charge of the Aquatic Division equipment)		
Result:	The agreement was to send Mr. Alkuino for training on marine laboratory equipment maintenance training specifically on scuba diving gears		
Date:	March 2019	Target Date:	June 2019
Next Step:	Request to send Mr. Alkuino to participate on marine laboratory equipment maintenance training specifically on scuba diving gears		
Outcome:	Improved Mr. Alkuino's knowledge and skills on handling and maintaining scuba diving gears		
Final Step/ Recommendation:	Training on marine laboratory equipment maintenance training specifically on scuba diving gears		

Confirmed:  
  
NOEL M. ALKUINO

Prepared by:

  
**MARLITO M. BANDE**  
Unit Head

Employee Development Plan

NAME OF EMPLOYEE	NOEL M. ALKUNO
PERFORMANCE RATING	OUTSTANDING
ARM	To enhance his knowledge and skills on maintaining scuba diving gear and marine laboratory equipment
Proposed Interventions to improve performance and capabilities to assume higher responsibilities	
Target Date	August 15, 2018
First Step	(1) One-on-one discussion on how to enhance his competence to assume the responsibility as Admin Aide II (in charge of the Aquatic Division equipment)
Result	The agreement was to send Mr. Alkuno for training on marine laboratory equipment maintenance training specifically on scuba diving gear
Target Date	June 2019
Next Step	Request to send Mr. Alkuno to participate on marine laboratory equipment maintenance training specifically on scuba diving gear
Outcome	Upon send Mr. Alkuno's knowledge and skills on handling and maintaining scuba diving gear
Final Step	Training on marine laboratory equipment maintenance training specifically on scuba diving gear

Prepared by

Unit Head