

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JANUARY – JUNE 2017

Name of Staff ARTURO S. BASTASA

Position ADMINISTRATIVE AIDE I

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.75	70%	3.325
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.12	30%	1.236
TOTAL NUMERICAL RATING			4.56

EQUIVALENT NUMERICAL RATING : 4.56

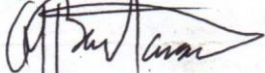
Add: Additional Points, if any : _____

TOTAL NUMERICAL RATING : _____

FINAL NUMERICAL RATING : 4.56

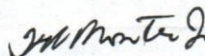
ADJECTIVAL RATING : Very Satisfactory

Prepared by:



ARTURO S. BASTASA
Name of Staff

Reviewed by:



HUMBERTO R. MONTES, JR.
Department/Office Head

Recommending Approval:



REMBERTO A. PATINDOL
Chairman, PMT

Approved:



EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARTURO S. BASTASA, 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 – JUNE, 2017.


ARTURO S. BASTASA
RATEE


Approved:


HUMBERTO R. MONTES, JR.
UNIT HEAD

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
MFO 4: ADMINISTRATIVE SUPPORT SERVICES									
Janitorial tasks	Number of cleanings of offices, laboratories and its surroundings conducted	Maintains the cleanliness and orderliness of the offices, laboratories and its surroundings	125	172	5	5	5	5	
	Number of inspection for safety conducted	Ensures the safety of the laboratory and offices after office hours	125	160	4	4	4	4	
	Number of cleanings of laboratory glasswares & other materials conducted	Maintains the cleanliness of laboratory glasswares and other materials used by students and staff	100	102	4	4	4	4	
Messengerial responsibilities	Number of documents (outgoing communications) forwarded/ disseminated	Disseminates/forwards documents to offices	100	228	5	5	5	5	
Other assignments	Number of claims & other documents processed and followed up	Processes/follows-up claims (DVs, PRs, Trip Tickets, TOs, etc.) & other documents	100	210	5	5	5	5	
	Number of documents recorded	Records incoming/outgoing documents	250	459	5	5	5	5	
	Number of borrower's slips served	Dispenses and retrieves field laboratory/office supplies and materials to staff (for research and extension) and students (for lab classes)	5	13	4	4	4	4	
	Number of manuals and reports soft/ring bound	Soft/ring binds manuals and reports	15	26	5	5	5	5	
	Number of sets of DTR prepared	Prepares DTR	6	6	5	5	5	5	
	Number of SCUBA tanks refilled	Refills SCUBA diving tanks	75	443	5	5	5	5	
	Number of meetings attended	Attends to meetings	5	6	5	5	5	5	
	Number of clients served with 90% satisfaction	Responds requests from other offices for messengerial services	25	68	5	5	5	5	
	TOTAL OVERALL RATING				4.75	4.75	4.75	4.75	

Average Rating (Total Over-all rating divided by 4)	4.75
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.75
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose:

Received by:

TERESITA L. QUIÑANOLA
H12M100

Calibrated by:

REMBERTO A. PATINDOL
PMT

Recommending Approval:

BEATRIZ S. BELONIAS
VICE-PRESIDENT

Approved:

EDGARDO E. TULIN
PRESIDENT

DATE

DATE

DATE

DATE

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

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JANUARY – JUNE 2017

Name of Staff ARTURO S. BASTASA

Position ADMINISTRATIVE AIDE I

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		5 + 4 + 3 + 2 + 1 = 15				

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	20				
Average Score	4.12				

Overall recommendation : Very Satisfactory



HUMBERTO R. MONTES, JR.
Name of Head

EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	ARTURO BASTASA
PERFORMANCE RATING	Very satisfactory

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

Date: January 2018

Target Date: May 2018

First Step:

One on one meeting to discuss on how to improve performance. Analyze the weaknesses and find solutions. Constant reminders and encouragement.

Result:

If observations show improvements, sustain the strategy employed. If not, assess where the problem was.

Date: June 2018

Target Date: August 2018

Next Step: Sustain the strategy if working well. If not, use other solution/s.

Outcome: Outstanding performance rating

Final Step/
Recommendation: Continue encouragement/guidance of the employee. Never loss hope for improvement.

Prepared by:


HUMBERTO R. MONTES, JR.
Unit Head