



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	4.79	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING : 4.78

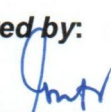
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING :

FINAL NUMERICAL RATING : 4.78

ADJECTIVAL RATING : Outstanding

Prepared by:


CECILIO M. BENITEZ
Administrative Aide I (Clerk)

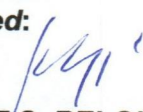
Reviewed by:


TEOFANES A. PATINDOL
Director

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

July-Dec 2023

Scan Here



IPCR-2024-0119-171607

"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 accomplishments in accordance with the indicated measures for the period JULY to DECEMBER, 2023.


CECILIO M. BENITEZ

RATEE

DATE

12/28/23

Approved:


TEOFANES A. PATINDOL

DIRECTOR, ITEEM

DATE

1/5/24


DENNIS P. PEQUE

DEAN, CFES

DATE

1/9/24

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	
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*	Percent compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of her functions as support staff	0% non-conformity	100% compliant	5	5	5	5	
		On program and institutional accreditations	Assists in the preparation of documents in compliance with all the requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5	
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	PI 1. Submission of Institute PPMP for the following year within the	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	

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	
	deadline as prescribed by BAC									
	PI 2. Customer-friendly frontline services	Zero percent complaints from clients served	Provides customer-friendly front-line services to clients	Zero % complaint	Zero % complaint	4	4	4	4	
	PI 5. Attendance to monthly/special staff meetings	Number of monthly/special staff meetings attended	Attends actively to meetings by ITEEM and CFES	3	3	5	5	5	5	1. August 29, 2023-ISO 9001:2015 Awareness and Re-awareness Seminar 2. October 17, 2023 - Emergency meeting 3. December 7, 2023 - Emergency meeting
	PI 9. Preparation of documents for processing	Number of documents prepared:								
		<i>Number of outgoing ISO-aligned documents registered and controlled</i>	Registers, and assigned control numbers on outgoing ISO-aligned documents	-	235	4	4	4	4	Communication, Registration form, Grade sheets, Report of grade completion and Arrangement for classes
		<i>Number of Reports of Actual Teaching Loads prepared</i>	Prepares Report of Actual Teaching Loads	2	2	5	5	5	5	
		<i>Number of IPCR prepared</i>	Prepares IPCR, targets, and accomplishments	2	2	5	5	5	5	
		<i>Number of contracts for JO personnel prepared</i>	Prepares Job Order contracts for laborers, SRA, and Part-time instructors	5	18	5	5	5	5	
		<i>Number of claim documents prepared</i>	Prepares claim documents for salaries, liquidations, and reimbursements	-	18	4	4	4	4	Payrolls, vouchers, and supporting documents
		<i>Number of documents for travel of personnel prepared</i>	Prepares Trip tickets and Travel Orders	20	53	5	5	5	5	
		<i>Number of documents for the acquisition of supplies and materials prepared</i>	Prepares acquisition documents, and job requests	-	19	4	4	4	4	Purchase requests, PPMP and other attachment forms and supporting documents.
		<i>3-5 minutes retrieving of documents filed</i>	Effectively files official documents	Files, 1-5 minutes retrievable	Files, 1-5 minutes retrievable	5	5	5	5	

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	
		<i>Number of outgoing documents/communications recorded</i>	Records outgoing documents	50	85	5	5	5	5	
		<i>Number of DTRs, and leave applications generated</i>	Generates and prints DTRs and leave applications of faculty and other staff	9	18	5	5	5	5	Benitez, Cecilio Capin, Orlan Espinosa, Eliza
		<i>Number of grade sheets/ reports of grade completion printed</i>	Prints grade sheets/Report of Grade Completions	5	13	5	5	5	5	
		<i>Number of incoming documents stamped and countersigned received</i>	Stamps and countersigns incoming documents received	25	320	5	5	5	5	
	PI 11. Document tracking thru HRIS	Number of documents barcoded and electronically released	Scans the document, registers to HRIS, barcodes, and electronically released	40	400	5	5	5	5	
	PI 12. Effectiveness in responding/relaying official calls/messages	Percent promptness in acting/relaying messages received thru any platforms	Promptly answers/acts and/or relays messages received thru any platforms	99%	100%	5	5	5	5	
	PI 16. Maintaining the functionality of office and lab equipment assigned	Percentage of functionality of office/lab equipment monitored and maintained	Maintains the photocopier and the assigned desktop computer	99%	100%	5	5	5	5	
	PI 19. Conducting of daily safety and cautious inspection of the office before closing	Zero reports and/or claims on the negligence of office's safety	Also takes responsibility for the safety of the office	No report/claims received	No report/claims received	5	5	5	5	
	PI 20: Other activities	Number of hours spent in the monitoring of HRIS accounts	Checks regularly the HRIS accounts and conducts syncing of DTR, filing of log appeals, and leave applications	At least 10 mins. per day	15 mins. per day	5	5	5	5	HRIS accounts of CMBenitez, OCCapin, EDEspinoza
		Number of documents scanned and/or photocopied	Scans and/or assists in the photocopying of documents	50	250	5	5	5	5	
		Attendance to various virtual and face-to-face meetings	Attends various virtual and face-to-face meetings/	-	6	4	4	4	4	1. Pre-bidding Sept. 22, 2023 Via Zoom


2
95 115

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 other activities	seminars/webinars, and other activities							2. Bid Opening Oct 3, via Zoom 3. Bid evaluation Oct. 5 via Zoom 4. Pre-bidding conference Oct 27 5. Bid opening Nov. 9 6. Bid evaluation Nov. 10
TOTAL OVERALL RATING						4.79	4.79	4.79	4.79	


Average Rating (Total Overall rating divided by 4)	19.17	4.79
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.79
ADJECTIVAL RATING		Outstanding

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


Evaluated & rated by:


TEOFANES A. PATINDOL
 DIRECTOR, ITEEM
 1/5/24
 DATE

Recommending Approval:


DENNIS P. PEQUE
 DEAN, CFES
 1/9/24
 DATE

Approved:


BEATRIZ S. BELONIAS
 VICE-PRESIDENT FOR ACADEMIC
 Jan 25, 2024
 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, 2023	December 31, 2023	December 31, 2023			
2.	Drafts PPMPs, finalizes after the Director's final inputs and submits within the prescribed deadline	PPMPs submitted on-time	July 1, 2023	December 31, 2023	December 31, 2023			
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, 2023	December 31, 2023	December 31, 2023			
4.	Reviews/assigns control number and registers outgoing ISO-aligned documents	Documents are University-QMS compliant under ISO	July 1, 2023	December 31, 2023	December 31, 2023			
5.	Photo-scans and registers documents to HRIS, generates and prints barcodes for online and easy tracking	Documents easily traced and monitored	July 1, 2023	December 31, 2023	December 31, 2023			
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, 2023	December 31, 2023	December 31, 2023			
7.	Files official documents (and maintains the filing system) effectively	Documents 1-3-minute retrievable	July 1, 2023	December 31, 2023	December 31, 2023			
8.	Records incoming and outgoing documents	Easy reference	July 1, 2023	December 31, 2023	December 31, 2023			
9.	Monitors/follows-up project budget allocations and outlay	Monitoring of budget allocations, updated	July 1, 2023	December 31, 2023	December 31, 2023			
10.	Maintains cleanliness and orderliness of the office reception area and the office equipment assigned (photocopier, desktop computer, and printer)	Office facilities and equipment maintained and in order	July 1, 2023	December 31, 2023	December 31, 2023			

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
11.	Receives and relays incoming messages through any platforms (telephone, IP, messenger, and e-mail)	Information relayed and action taken	July 1, 2023	December 31, 2023	December 31, 2023			
12.	Attends regular and special meetings of ITEEM and CFES	Diligent attendance to the meetings	July 1, 2023	December 31, 2023	December 31, 2023			

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

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

Prepared by:



TEOFANES A. PATINDOL

Immediate Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2023

Name of Staff: CECILIO M. BENITEZ

Position: ADMINISTRATIVE AIDE I (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 that always result in 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 the 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 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						
Average Score		4.75				

Overall recommendation:



TEOFANES A. PATINDOL

Printed Name and Signature
Head of Office