

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JULY – DECEMBER 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	4.57	70	3.199
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30	1.401
TOTAL NUMERICAL RATING			4.600

EQUIVALENT NUMERICAL RATING : 4.600

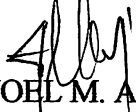
Add: Additional Points, if any :

TOTAL NUMERICAL RATING : 4.600


FINAL NUMERICAL RATING : 4.600

ADJECTIVAL RATING : Outstanding


Prepared by:


NOEL M. ALKUINO
Name of Staff


Reviewed by:


MARLITO M. BANDE
Department/Office Head

Recommending Approval:

 1/21/19
DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

Also-Assignment for inspection
 RESULTS & RECOMMENDATIONS

Official

DEPT OF DEFENSE
 DEPARTMENT OF DEFENSE

Administrative Assistant

Name of Staff
 NAME OF STAFF

Departmental Officer Name
 DEPARTMENTAL OFFICER NAME

ADMINISTRATIVE EVALUATION

FINANCIAL ADMINISTRATIVE EVALUATION

TOTAL ADMINISTRATIVE EVALUATION

NOTE: Administrative Rating is not

ADMINISTRATIVE FINANCIAL EVALUATION

TOTAL ADMINISTRATIVE EVALUATION			4000
Recommendations submitted to the of the commission towards 3. Administrative Rating Assessment	400	20	4000
1. Administrative Rating for 2008	400	40	4000
(4)	(3)	(3)	(3)
ADMINISTRATIVE	ADMINISTRATIVE	ADMINISTRATIVE	ADMINISTRATIVE

Name of Staff NAME OF STAFF

Position ADMINISTRATIVE AIDE III

Rating Period 10/1 - DECEMBER 2012

COMMISSIONER OF FINANCIAL ADMINISTRATION FOR ADMINISTRATIVE STAFF

2013 10 10

"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 JULY to DECEMBER, 2018.


 NOEL M. ALKUINO
 RATEE

Approved: 
 MARLITO JOSE M. BANDE
 UNIT HEAD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 6: ADMINISTRATIVE SUPPORT SERVICES	a. Meetings attended	Staff meeting Committee meeting	5	4 1	4	4	4	4	
	b. No. of documents acted upon on time	Prepares: Trip Ticket, Travel Order, Job Reuest	15	16	4	4	4	4	
	c. No. of documents released on time	Vouchers, Letters, Payrolls, PR, Per diem, Reimbursements, TO TT, RIS, Leave, Bills, JO.	25	27	4	4	4	4	
	d. No. of documents/materials disseminated to appropriate offices within 5 working days	Messengerial services	50	59	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	298	5	5	5	5	

	f. No. of academic lecture/laboratory rooms maintained	In-charge of Marine laboratory Building, Library, and Hatchery Utility services : (No. of Hours) Maintain cleanliness of Office, Mini Library, CR, and Laboratory room	240	307	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	331	5	5	5	5	
					4.57	4.57	4.57	4.57	

Average Rating (Total Over-all rating divided by 4)		4.57
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
• FINAL RATING		4.57
• ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Should undergo training on marine laboratory equipment maintenance specifically on scuba diving gears

Evaluated & rated by:

MARLITO JOSE M. BANDE
DIRECTOR, ITEEM

24 January 2019
DATE

Recommending Approval:

DENNIS P. REQUE
DEAN, CFES

DATE

Approved:

BEATRIZ S. BELONIAS
VICE-PRESIDENT FOR INSTRUCTION

DATE

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – DECEMBER 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	56				

EXHIBIT C

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 2018

Position: ADMINISTRATIVE AIDE III

Name of Staff: NOEL M. ALKUNIO

INSTRUCTION TO SUPERVISOR: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/agency using the scale below. Enclose 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 clients' 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, POST, NEDA, PAGCOR 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 at higher status 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 higher office by assisting co-employees who fail to perform all assigned tasks.	5	4	3	2	1	
6	Participates in work-related job in non-office hours even when going out on personal matters and logs out upon departure from work.	5	4	3	2	1	
7	Keeps accurate record 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	Maintains office hours during non-routine 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 clients.	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		52					

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					

N/A

Overall recommendation

: 1. ~~Make self~~ Should makes self-available and accepts assigned tasles to deliver office targets
 2. Should attend regular staff meeting of the Institute



MARLITO M. BANDE
 Name of Head

B. Leadership & Management (For supervisors only to be rated by higher supervisor)					Scale
1	2	3	4	5	
1. Demonstrates mastery and expertise in all areas of work (task, respect and confidence from subordinates and that of higher supervisor)	5	4	3	2	1
2. Visionary and creative in developing strategic and specific plans and targets of the organization aligned to that of the overall plan 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 established targets of the unit	5	4	3	2	1
Total Score					
Average Score					

Overall recommendation: Very Good

Remarks: He is a very good supervisor who is very efficient and effective in his work. He is also very fair and honest in his dealings with his subordinates.

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: September 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

Prepared by:


MARLITO M. BANDE
Unit Head

Conformé:



NOEL M. ALKUINO
Ratee

EXHIBIT 1

Employee Development Plan

NAME OF EMPLOYEE	NOEL M. ALKIND
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 qualification to assume higher responsibilities	
Date: August 18, 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. Alkind for training on marine laboratory equipment maintenance training specifically on scuba diving gears
Owner: March 2019	Target Date: September 30, 19
Next Step:	Request to send Mr. Alkind to participate on marine laboratory equipment maintenance training specifically on scuba diving gears
Outcome:	Equipment Mr. Alkind'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
Prepared by:	

MANUEL O. BANDER
Team Head

Comments:

NOEL M. ALKIND
Date: