



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Annex P

Name of Administrative Staff: NOEL M. ALKUINO


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING : 4.67
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.67
ADJECTIVAL RATING : Outstanding


Prepared by:


NOEL M. ALKUINO
Administrative Aide III
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
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, NOEL M. ALKUINO, 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 JULY – DECEMBER, 2020.


NOEL M. ALKUINO
RATEE

Approved:


ELIZA D. ESPINOSA
DIRECTOR, ITEEM


DENNIS P. PEQUE
DEAN, CFES

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 6: ADMINISTRATIVE SUPPORT SERVICES									
PI 2	Number of meetings attended	Attends meetings by ITEEM and CFES	3	4	5	5	4	4.67	
PI 3	No. of documents acted upon on time	Prepares: Trip Ticket, Travel Order, Job Request	10	17	5	5	5	5.00	
	No. of documents released on time	Vouchers, Letters, Payrolls, PR, Per diem, Reimbursements, TO TT, RIS, Leave, Bills, JO.	25	33	5	4	4	4.33	
	No. of documents/materials disseminated to appropriate offices within 5 working days	Messengerial services	30	52	5	4	4	4.33	
PI 5	No. of maintenance of equipment and vehicle conducted per month	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,	100	187	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 4	Number of academic lecture/ laboratory rooms maintained:								
	Number of hours of maintenance conducted per month	Maintains the cleanliness and orderliness of the Marine laboratory Building, Library, and Hatchery, CR, and Laboratory room	100	248	5	5	5	5.00	
PI 9	Number of meetings attended	As ITEEM representative for biddings	2	3	5	4	5	4.67	
PI 13	Zero per cent complaint from clients served	Dispenses and retrieves books, laboratory supplies and equipment to staff and students	Zero % complaint	100% compliant	4	4	4	4.00	
Additional output:									
	Number of SCUBA tanks refilled	Refill SCUBA tanks use in assessment/research	30	56	5	5	5	5.00	
TOTAL OVERALL RATING								4.67	

Average Rating (Total Over-all rating divided by 4)		4.67
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

- Should acquire more know-how to keep records more accurately.

Nonetheless, continue the good work!

Evaluated & rated by:

ELIZA D. ESPINOSA

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

Performance Monitoring Form

NAME OF EMPLOYEE: NOEL M. ALKUINO

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.	Delivers and disseminates documents (communications, memo, vouchers & etc.) to appropriate offices	Circulated memos, communications, and approved vouchers	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
2.	Maintains the Aquatic Ecosystems Divisions' office and laboratory equipment	Equipment maintained	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
3.	Maintains the cleanliness and orderliness of the Marine laboratory building and hatchery	Facilities cleaned and in order	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
4.	Dispenses and retrieves books, laboratory supplies, and equipment to VSU staff and students	Properly recorded borrowed books and equipment	July 2020	December 2020	December 31, 2020	Very impressive	Very Satisfactory	Should keep e-file records
5.	Attends meetings at ITEEM and CFES	Attendance to the meeting	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
6.	Articulates and represents during pre-bidding and bidding conference/meeting for the ITEEM requested supplies, materials, and equipment assigned by the Director.	Requested supplies, materials, and equipment are clarified and approved	July 2020	December 2020	December 31, 2020	Very impressive	Very Satisfactory	Must update the office head what has been transpired during the pre-bidding and bidding conference/meeting as needed
7.	Refills SCUBA tanks for research and/or assessment activities	Safe refilled SCUBA tanks ready to use	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	

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

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

Prepared by:


ELIZA D. ESPINOZA
 Immediate Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – DECEMBER 2020

Name of Staff : ALKUINO, NOEL M.

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				

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		4.67				

Overall recommendation : Should acquire more know-how to keep records more accurately.

Nevertheless, should continue the good work!

ELIZA D. ESPINOSA
Director, ITEEM