



## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

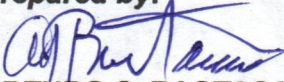
### Annex P

Name of Administrative Staff: ARTURO S. BASTASA

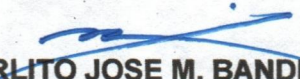
| Particulars<br>(1)  | Numerical<br>Rating<br>(2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.82                       | 70%                      | 3.37                                    |
| 2. Supervisor/Head's<br>assessment of his contribution<br>towards attainment of office<br>accomplishments | 4.58                       | 30%                      | 1.37                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                            |                          | <b>4.75</b>                             |

TOTAL NUMERICAL RATING : 4.75  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING : \_\_\_\_\_  
FINAL NUMERICAL RATING : 4.75  
ADJECTIVAL RATING : Outstanding

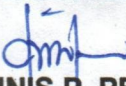
**Prepared by:**

  
**ARTURO S. BASTASA**  
Administrative Aide I  
ITEEM

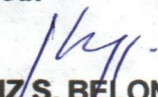
**Reviewed by:**

  
**MARLITO JOSE M. BANDE**  
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, ARTURO S. BASTASA, Administrative Aide I of the INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY – JUNE 2020.

  
**ARTURO S. BASTASA**

RATEE

Approved:

  
**MARLITO JOSE M. BANDE**

DIRECTOR, ITEEM

  
**DENNIS P. PEQUE**

DEAN, CFES

| MFO & PAPS   | SUCCESS INDICATORS  | TASKS ASSIGNED  | TARGET | ACTUAL<br>ACCOMP-<br>LISHMENTS | RATING |    |    |    | REMARKS |
|--|---|---|--------|--------------------------------|--------|----|----|----|---------|
|  |   |   |        |                                | Q¹     | E² | T³ | A⁴ |         |
| MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES |   |   |        |                                |        |    |    |    |         |
| PI 2   | Number of meetings attended   | Attends meetings by ITEEM and CFES  | 5      | 6                              | 4      | 4  | 4  | 4  |         |
| PI 3   | Documents processed:  |   |        |                                |        |    |    |    |         |
|  | Number of documents (outgoing communications) forwarded/disseminated        | Disseminates/forwards documents to offices  | 100    | 163                            | 5      | 5  | 5  | 5  |         |
|  | Number of claims & other documents processed and followed up                | Processes/follows-up claims (DVs, PRs, Trip Tickets, TOs, etc.) & other documents                 | 100    | 205                            | 5      | 5  | 5  | 5  |         |
|  | Number of documents recorded  | Records incoming/outgoing documents   | 150    | 255                            | 5      | 5  | 5  | 5  |         |
| PI 4   | Academic lecture/laboratory rooms maintained:                               |   |        |                                |        |    |    |    |         |
|  | Number of cleanings of offices, laboratories and its surroundings conducted | Maintains the cleanliness and orderliness of the ITEEM offices and its surroundings               | 125    | 252                            | 5      | 5  | 5  | 5  |         |
|  | Number of inspection for safety conducted                                   | Ensures the safety of the laboratory and offices after office hours                               | 125    | 140                            | 5      | 5  | 5  | 5  |         |
|  | Number of cleanings of laboratory glasswares & other materials conducted    | Maintains the cleanliness of laboratory glasswares and other materials used by students and staff | 50     | 115                            | 5      | 5  | 5  | 5  |         |
| PI 15  | Zero per cent complaints from clients served                                | As utility/messenger  | 80%    | 90%                            | 4      | 4  | 4  | 4  |         |

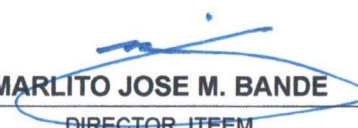
| MFO & PAPS                  | SUCCESS INDICATORS                            | TASKS ASSIGNED                      | TARGET | ACTUAL ACCOMPLISHMENTS | RATING         |                |                |                | REMARKS |
|-----------------------------|---|-------------------------------------|--------|------------------------|----------------|----------------|----------------|----------------|---------|
|                             |   |                                     |        |                        | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| Additional accomplishments: | Number of SCUBA tanks refilled & maintained   | Refills SCUBA diving tanks          | 50     | 65                     | 5              | 5              | 5              | 5              |         |
|                             | Number of manuals and reports soft/ring bound | Soft/ring binds manuals and reports | 20     | 45                     | 5              | 5              | 5              | 5              |         |
|                             | Number of copies of documents photocopied     | Photocopy documents                 | 500    | 1,200                  | 5              | 5              | 5              | 5              |         |
| TOTAL OVERALL RATING        |   |                                     |        |                        | 4.82           | 4.82           | 4.82           | 4.82           |         |

|   |  |             |
|---|--|-------------|
| Average Rating (Total Over-all rating divided by 4) |  | 4.82        |
| Additional Points:                                  |  |             |
| Punctuality   |  |             |
| Approved Additional points (with copy of approval)  |  |             |
| FINAL RATING  |  | 4.82        |
| ADJECTIVAL RATING                                   |  | Outstanding |

## Comments &amp; Recommendations for Development Purpose:

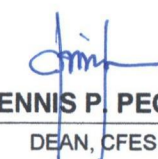
He should keep records of all the transactions, and processing rate of all documents which is easily retrievable when needed

Evaluated &amp; 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



## Performance Monitoring Form

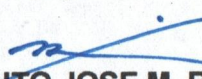
NAME OF EMPLOYEE: ARTURO S. BASTASA

| 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.       | Disseminates/forwards documents (office communications, memos & etc.) to other offices           | Circulated memos, communications, and approved vouchers | January 1, 2020 | June 30, 2020               | June 30, 2020            | impressive         | very satisfactory               |                                     |
| 2.       | Processes/follows-up and claims (DVs, PRs, Trip Tickets, TOs, etc.) & other documents            | Approved DVs, PRs, Trip Tickets, TOs, etc.              | January 1, 2020 | June 30, 2020               | June 30, 2020            | impressive         | very satisfactory               |                                     |
| 3.       | Maintains the cleanliness and orderliness of the ITEEM offices and its surroundings              | Facilities cleaned and in order                         | January 1, 2020 | June 30, 2020               | June 30, 2020            | very impressive    | outstanding                     |                                     |
| 4.       | Ensures the safety of the office and laboratory after official working hours                     | Office and laboratory building safe and protected       | January 1, 2020 | June 30, 2020               | June 30, 2020            | very impressive    | outstanding                     |                                     |
| 5.       | Maintains the cleanliness of laboratory glassware and other materials used by students and staff | Laboratory glassware cleaned and in order               | January 1, 2020 | June 30, 2020               | June 30, 2020            | impressive         | very satisfactory               |                                     |
| 6.       | Refills SCUBA diving tanks   | Tanks refilled and ready to be used                     | January 1, 2020 | June 30, 2020               | June 30, 2020            | impressive         | very satisfactory               |                                     |
| 7.       | Soft/ring binds manuals and reports  | Bounded manuals and reports                             | January 1, 2020 | June 30, 2020               | June 30, 2020            | very impressive    | outstanding                     |                                     |
| 8.       | Photocopy documents  | Documents reproduced                                    | January 1, 2020 | June 30, 2020               | June 30, 2020            | impressive         | very satisfactory               |                                     |
| 9.       | Attends meetings by ITEEM and CFES   | Attendance to the meeting                               | January 1, 2020 | June 30, 2020               | June 30, 2020            | needs improvement  | satisfactory                    | should attend the meeting regularly |

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

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

Prepared by:

  
**MARLITO JOSE M. BANDE**  
 Director, ITEEM





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2020

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   |   | 55    |   |   |   |   |



X/A

| 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  |   | 4.58  |   |   |   |   |

Overall recommendation : He should keep records of the office transactions and processing route of all documents which is easily retrievable when needed

  
**MARLITO JOSE M. BANDE**  
 Director, ITEEM



## Employee Development Plan

|                    |  |
|--------------------|--|
| NAME OF EMPLOYEE   | ARTURO S. BASTASA  |
| PERFORMANCE RATING |  |
| AIM                | To improve his interpersonal skills and work ethics particularly on record keeping (maintaining daily logbook transaction) of documents to avoid lost. |

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

Date: Jan 8, 2020

Target Date: Apr 2020

First Step:

One-on-one discussion on how to improve record and time keeping.

Result:

Performance has improved. No document reported to have been lost, so far during the rating period

Date: July 2020

Target Date: Sept 2020

Next Step:

Request to send Mr. Bastasa to participate on interpersonal skill and record keeping training.

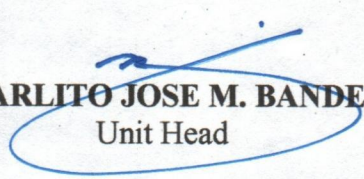
Outcome:

Developed Mr. Bastasa's interpersonal skills in order to foster strong working relationships with colleagues and clients that will contribute to increasing team and organizational productivity.

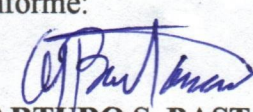
Final Step/

Recommendation: Training on Interpersonal Skills and Proper Record Keeping

Prepared by:

  
**MARLITO JOSE M. BANDE**  
Unit Head

Conformé:

  
**ARTURO S. BASTASA**

Ratee