



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**


**Annex P**

Name of Administrative Staff: ARTURO S. BASTASA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.47	70%	3.13
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.56</b>

TOTAL NUMERICAL RATING : 4.56  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING : \_\_\_\_\_  
FINAL NUMERICAL RATING : 4.56  
ADJECTIVAL RATING : Outstanding


**Prepared by:**

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

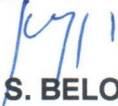
**Reviewed by:**

  
**ELIZA D. ESPINOSA**  
Director, ITEEM

**Recommending Approval:**

  
**DENNIS P. PEQUE**  
Dean, CFES

**Approved:**

  
**BEATRIZ S. BELONIAS**  
Vice-President for Instruction

# **"EXHIBIT B"**

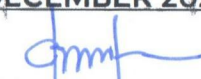
## **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, 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 JULY - DECEMBER 2020.

  
**ARTURO S. BASTASA**  
 RATEE

**Approved:**

  
**ELIZA D. ESPINOSA**  
 DIRECTOR, ITEEM

  
**DENNIS P. PEQUE**  
 DEAN, CFES

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMP- 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	4.00	
PI 3	Documents processed:								
	Number of documents (outgoing communications) forwarded/disseminated	Disseminates/forwards documents to offices	100	260	5	5	5	5.00	
	Number of claims & other documents processed and followed up	Processes/follows-up claims (DV's, PR's, Trip Tickets, TO's, etc.) & other documents	100	190	5	5	4	4.67	
	Number of documents recorded	Records incoming/outgoing documents	150	203	4	5	4	4.33	
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	245	5	5	4	4.67	
	Number of inspection for safety conducted	Ensures the safety of the laboratory and offices after office hours	125	150	4	4	4	4.00	
	Number of cleanings of laboratory glasswares & other materials conducted	Maintains the cleanliness of laboratory glasswares and other materials used by students and staff	50	104	4	4	4	4.00	
PI 15	Zero per cent complaints from clients served	As utility/messenger	Zero% complaint	100% compliant	5	4	4	4.33	



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 manuals and reports soft/ ring bound	Soft/ring binds manuals and reports	20	41	5	5	4	4.67	
	Number of copies of documents photocopied	Photocopy documents	500	1020	5	5	5	5.00	
TOTAL OVERALL RATING								4.47	

Average Rating (Total Over-all rating divided by 4)		4.47
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.47
ADJECTIVAL RATING		Very Satisfactory

## Comments &amp; Recommendations for Development Purpose:

- Must prioritize tasks for the Institute over that of other units' errands, unless urgency is deemed very necessary.
- Commendable for VSU's distinction award of recognition under administrative category.
- Deserving for promotion to a higher salary grade position.

Continue to be of good service!

Evaluated &amp; 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: 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	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
2.	Processes/follows-up and claims (DVs, PRs, Trip Tickets, TOs, etc.) & other documents	Approved DVs, PRs, Trip Tickets, TOs, etc.	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
3.	Maintains the cleanliness and orderliness of the ITEEM offices and its surroundings	Facilities cleaned and in order	July 2020	December 2020	December 31, 2020	Very impressive	Very Satisfactory	Clean-up must be done 30 mins before the regular office hour.
4.	Ensures the safety of the office and laboratory after official working hours	Office and laboratory building safe and protected	July 2020	December 2020	December 31, 2020	Very impressive	Very Satisfactory	Needs focus; sometimes forgetful
5.	Maintains the cleanliness of laboratory glassware and other materials used by students and staff	Laboratory glassware cleaned and in order	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
6.	Refills SCUBA diving tanks	Tanks refilled and ready to be used	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	As needed
7.	Soft/ring binds manuals and reports	Bounded manuals and reports	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
8.	Photocopy documents	Documents reproduced	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
9.	Attends meetings by ITEEM and CFES	Attendance to the meeting	July 2020	December 2020	December 31, 2020	Very impressive	Very Satisfactory	Participate in the discussion like raising issues or problems related to his functions.

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

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

Prepared by:

ELIZA D. ESPINOSA  
Immediate Supervisor





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period : NOVEMBER – DECEMBER 2020

Name of Staff : BASTASA, ARTURO S.

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
<b>Total Score</b>		<b>57</b>				



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 : Must prioritize tasks for the Institute over that of other units'

errands, unless urgency is deemed very necessary.

He is commendable for VSU's distinction award of recognition under administrative category.

Highly recommended for, as deserving to a promotion for a higher salary grade position.

Continue to be of good service!

**ELIZA D. ESPINOSA**  
Director, ITEEM

## Employee Development Plan

NAME OF EMPLOYEE	ARTURO S. BASTASA
PERFORMANCE RATING	
AIM	To improve his interpersonal skills and work ethics particularly on prioritizing responsibilities.

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

Date: Nov 2020

Target Date: Nov 2020

First Step:

One-on-one discussion on how to organize and prioritize tasks, and manage time at work.

Result:

Improved work performance.

Date: Jan 2021

Target Date: Jan 2021

Next Step:

Request to allow Mr. Bastasa to participate online seminars on human resource development.

Outcome:

Personal and organizational skills developed.

Final Step/


Recommendation:

Attendance to seminars on human resource development.

Prepared by:

  
ELIZA D. ESPINOSA  
Unit Head

Conformé:

  
ARTURO S. BASTASA  
Ratee