

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JULY – DECEMBER 2019

Name of Staff CALEXTRO O. AURE

Position ADMINISTRATIVE AIDE III

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67 4.44 ig	30%	1.40 4.32
TOTAL NUMERICAL RATING			4.76 4.68

EQUIVALENT NUMERICAL RATING : 4.76
4.68 ig

Add: Additional Points, if any : 4.76 ig

TOTAL NUMERICAL RATING : 4.68 ig

FINAL NUMERICAL RATING : 4.76 ig

ADJECTIVAL RATING : Outstanding

Prepared by:

CALEXTRO O. AURE
Name of Staff

Reviewed by:

MARLITO JOSE M. BANDE
Department/Office Head

Recommending Approval:

DENNIS R. PEQUE
Dean, CFES

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CALEXTRO O. AURE, 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 to DECEMBER, 2019.


CALEXTRO O. AURE
RATEE

Approved: 
MARLITO JOSE M. BANDE
UNIT HEAD

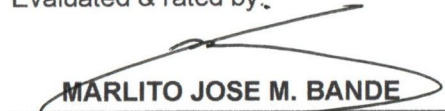
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 6: ADMINISTRATIVE SUPPORT SERVICES									
	Number of driving tasks completed	Drives official university vehicle(s) on official travels outside VSU main campus	26	42	5	5	5	5	Drives with trip tickets, and recoded on log book
		Drives official university vehicle(s) within VSU main campus during official activities	5	12	5	5	5	5	Drives without trip tickets, but recorded on log book
		Conducts maintenance on assigned vehicle	20	26	5	5	5	5	Washing and/or check-up of vehicle
	Number of assistance performed	Assists in RF nursery works (bagging, repotting, cleaning the area, hauling of materials)	8	10	5	5	5	5	When no scheduled trips and vehicle maintenance
	Zero per cent complaints from clients served	As driver and as a general public servant	90%	100%	4	4	4	4	
TOTAL OVERALL RATING					24	24	24	24	

Average Rating (Total Over-all rating divided by 4)	4.80	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.80	
ADJECTIVAL RATING	Outstanding	

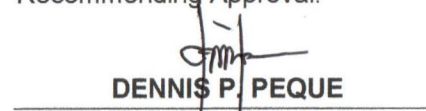
Comments & Recommendations for Development Purpose:

Should accept objective criticisms from co-workers and clients for improvements of his work


Evaluated & rated by:


MARLITO JOSE M. BANDE
 DIRECTOR, ITEEM
 21 January 2020
 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

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – DECEMBER 2019

Name of Staff CALEXTRO O. AURE

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		52 56				

2

EXHIBIT O

AURE, CALEXTRO O.

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – DECEMBER 2019

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	56				
Average Score	4.67				

Overall recommendation : Should accepts accountability and criticism from co-workers and clients.

MARLITO JOSE M. BANDE
Name of Head

EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	CALEXTRO O. AURE
PERFORMANCE RATING	
AIM	To improve his interpersonal skill.

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

Date: August 15, 2019 Target Date: December 31, 2019

First Step: One-on-one discussion on how to enhance his competence to assume his responsibility as Admin Aide III (Driver).

Result: The agreement was to send Mr. Aure for an interpersonal skills training.

Date: March 2020 Target Date: July 2020

Next Step: Request to send Mr. Aure to participate interpersonal skills training.

Outcome: Developed Mr. Aure’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 Work-related Management.

Prepared by:

MARLITO JOSE M. BANDE
Unit Head

Conformé:
CALEXTRO O. AURE
Ratee