



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Annex P

Name of Administrative Staff: ELVIRA B. GORRE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.92

TOTAL NUMERICAL RATING : 4.92
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.92
ADJECTIVAL RATING : Outstanding

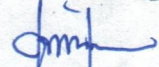
Prepared by:


ELVIRA B. GORRE
Administrative Assistant II
ITEEM


Reviewed by:


MARLITO JOSE M. BANDE
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

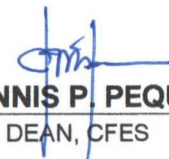
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELVIRA B. GORRE, 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 JANUARY to JUNE, 2020.


ELVIRA B. GORRE
RATEE

Approved:


MARLITO JOSE M. BANDE
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	
UMFO 2: HIGHER EDUCATION SERVICES									
MFO 1	Curriculum Program								
PI 4	Number of undergraduate students enrolled	Monitored the validation and registration of students during e-enrollment	75	300	5	5	5	5	Validation of BSES students; and students from other courses enrolling Envi 11 subject
PI 10	Number of instructional materials developed	Designs covers, reviews and finalizes the layout of instructional materials of the institute	-	3	5	5	5	5	Envi 11, Envi 111n, Envi 111e
MFO 4: EXTENSION SERVICES									
PI 2	Number of copies of training materials prepared/produced	Designs/lays-out and prints invitation brochures/flyers/ programs, nametags, certificates, attendance sheets	10	16	5	5	5	5	Certificate Program Field Course, Jan.12-18, 2020 by ELTI & VSU
		Designs/lays-out streamers/backdrops	-						
PI 3	Number of IEC materials designed/laid-out/printed/reprinted	Designs/lays-out posters/billboards/signages/ markers/labels	-	12	5	5	5	5	
		Designs/lays-out training reports and/or cover	-	1	4	4	4	4	
MFO 5: SUPPORT TO OPERATION SERVICES									
PI 2	Number of faculty recruited/hired based on needed competencies and aligned with ISO standards	Conducts all the necessary preparations for the hiring: Prepares letter request to hire; posts to online when approved and monitors the posting; sends interview invitations to applicants; prepares	1	4	5	5	5	5	3 part-time instructors and 1 regular instructor were hired for the

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		interview instruments and applicants' credentials for the interview panel; consolidates interview ratings, tabulates results and ranks applicants; facilitates the conduct of BIs; prepares recommendation letter to hire and all the necessary supporting documents							2 nd sem of SY 2019-2020
ITEEM MFO 6	Number of hours of monitoring conducted per month	Monitors the ITEEM main library	5	12	✓	✓	✓	✓	
	Number of recorded users	Monitors library users	20	76	✓	✓	✓	✓	
	Number of new reading materials recorded	Catalogues new reading materials recorded	-	10	✓	✓	✓	✓	
MFO 6: ADMINISTRATIVE SUPPORT SERVICES									
PI 1	Number of staff monitored/co-supervised	Monitors/co-supervises admin staff, GTA and student assistants	2	3	✓	4	4	4	
PI 2	Number of meetings attended	Attends meetings by ITEEM and CFES	2	6	✓	✓	✓	✓	
PI 3	Number of documents prepared:								
	Number of documents prepared for annual budget submitted to OVPAF & OVPI	Checks/prepares documents for Annual Budget required by OVPAF and OVPI	-	3	✓	✓	✓	✓	
	Number of documents acted upon on time & monitored	Reviews/checks and countersigns documents for the director's signature	80	170	✓	✓	✓	✓	
		Monitors & acted official e-mails	100	300+	✓	✓	✓	✓	
		Signs Internal Clearance	10	30	✓	✓	✓	✓	
		Prepares appointments for project/study/component leaders	10	26	✓	✓	✓	✓	
		Prepares Faculty Workloads: Projected, Actual and Individual	3	9	✓	✓	✓	✓	
		Prepares letters/notices/memoranda	10	20+	✓	✓	✓	✓	
		Prepares overtime requests for staff	1	4	✓	✓	✓	✓	
		Prepares overtime reports	1	2	✓	✓	✓	✓	
		Prepares/consolidates OPCR and IPCR targets and accomplishments and its attachments	4	12	✓	✓	✓	✓	Also including all the attachments to IPCR
	Number of documents filed & retrieved within 3-5 minutes	Checks document file folders	10	30	✓	✓	✓	✓	
		Electronically files documents	150	400+	✓	✓	✓	✓	
		Backs-up CDs/external HDs of e-files/data	20	60	✓	✓	✓	✓	
	Number of reports consolidated	Consolidates annual report of the institute	-						

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 9	Number of meetings attended	As committee co-chair/member for university activities and as ITEEM representative	-	3	5	5	5	5	
	Number of materials designed/ laid-out for university activities	Designs/conceptualizes/lays-out billboards, streamers, backdrops, posters, signages, markers; brochures/programs/shirts	-						
PI 12	Number of other IEC materials	Conceptualized/designs/lays-out Citizen's charter, personnel directory/org structures, posters on courses offered and other info signages/labels for the institute	-						
PI 13	Zero per cent complaint from clients served	As administrative assistant, desktop publisher, training facilitator and as a general public servant	95%	100%	5	5	5	5	
TOTAL OVERALL RATING					4.88	4.88	4.88	4.88	

Average Rating (Total Over-all rating divided by 4)		4.88
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

she possess mastery of her work

Evaluated & 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

12/15/20

DATE

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

"EXHIBIT I"

Performance Monitoring Form

NAME OF EMPLOYEE: ELVIRA B. GORRE

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.	<ul style="list-style-type: none"> Oversee the validation and registration of MSTREC and BSEM students' e-enrollment. 	Validated students' enrollment	January 1, 2020	June 30, 2020	June 30, 2020	impressive	very satisfactory	
2.	<ul style="list-style-type: none"> Designs cover, reviews, and finalizes the layout of instructional materials of the Institute; Designs/lays-out and prints invitation brochures/flyers/ programs, nametags, certificates, attendance sheets; and Designs/lays-out streamers/backdrops, posters/billboards/signages/ markers/labels; and training reports and/or cover 	Drafted and laid-out IMs and other materials	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
3.	<ul style="list-style-type: none"> Prepares all the necessary documents for the hiring of faculty and administrative staff such as letter request to hire and posts online when approved and monitors the posting; Sends interview invitations to applicants; Prepares interview instruments and applicants' credentials for the interview panel; Consolidates interview ratings, tabulates results, and ranks applicants; Facilitates the conduct of BIs and prepares a recommendation letter to hire and all the necessary supporting documents 	Well-informed applicants and interview panels and well-organized hiring faculty and administrative staff	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
4.	<ul style="list-style-type: none"> Monitors library users; Catalogs new reading materials recorded; and Monitors the ITEEM main library 	Organized library/archive	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	
5.	<ul style="list-style-type: none"> Monitors/co-supervises admin staff, GTA, and student assistants; Checks/prepares documents for the Annual Budget required by OVPAF and OVPI; 	Exceptionally supported and sustained the administrative,	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	

	<ul style="list-style-type: none"> • Reviews/checks and countersigns documents for the Director's signature; • Monitors & acted official e-mails; • Signs Internal Clearance; • Prepares appointments for project/study/component leaders; • Prepares Faculty Workloads: Projected, Actual and Individual; • Prepares letters/notices/memoranda; • Prepares overtime requests for staff; • Prepares overtime reports; • Prepares/consolidates OPCR and IPCR targets and accomplishments and its attachments; • Checks document file folders; • Electronically files documents; • Backs-up CDs/external HDs of e-files/data; • Consolidates annual report of the Institute; • As committee co-chair/member for university activities and as ITEEM representative; • Designs/conceptualizes/lays-out billboards, streamers, backdrops, posters, signages, markers; brochures/programs/shirts; • Conceptualized/designs/lays-out Citizen's charter, personnel directory/org structures, posters on courses offered, and other info signages/labels for the Institute; • Serves as an administrative assistant, desktop publisher, training facilitator, and as a general public servant. 	instruction, and research & extension project-based activities						
6.	• Attends meetings by ITEEM and CFES	Attendance to the meeting	January 1, 2020	June 30, 2020	June 30, 2020	very impressive	outstanding	

*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: ELVIRA B. GORRE

Position: ADMINISTRATIVE ASSISTANT II

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		60				

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		25				
Average Score		5				

Overall recommendation : She demonstrates mastery of expertise in all areas of her work

MARLITO JOSE M. BANDE
Director, ITEEM

Employee Development Plan

NAME OF EMPLOYEE	EL VIRA B. GORRE
PERFORMANCE RATING	
AIM	To be updated in the new techniques and software on desktop publishing, graphic and webpage designing.

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

Date: Jan 8, 2020

Target Date: June 2020

First Step: One-on-one discussion on how to enhance her competence to assume her responsibility.

Result: The agreement was to send Ms Gorre for training on new techniques on layout and web design with the corresponding procurement of updated software.

Date: Apr 2020

Target Date: July 2020

Next Step: Request to send Ms. Gorre to a training on new techniques on layout and web design with the corresponding procurement of updated software

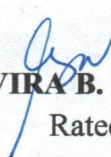
Outcome: Web designing and new desktop publishing techniques acquired/enhanced.

Final Step/
Recommendation: Training on Layouting and Web Page Designing.

Prepared by:

MARLITO JOSE M. BANDE
Unit Head

Conformé:


ELVIRA B. GORRE
Ratee