

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JULY – DECEMBER 2018

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	4.67	70	3.269
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30	1.476
TOTAL NUMERICAL RATING			4.745

EQUIVALENT NUMERICAL RATING : 4.745

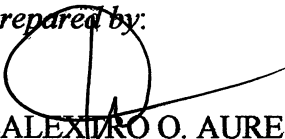
Add: Additional Points, if any : _____

TOTAL NUMERICAL RATING : 4.745


FINAL NUMERICAL RATING : 4.745

ADJECTIVAL RATING : Outstanding

Prepared by:


CALEXTRO O. AURE
Name of Staff

Reviewed by:


MARLITO M. BANDE
Department/Office Head

Recommending Approval:

 11/21/19
DENNIS P. PEQUE
Dean, CFES

Approved:



BEATRIZ S. BELONIAS
Vice-President for Instruction

EXHIBIT B

Computation of Final Individual Rating for Administrative Staff

Rating Period: JULY - DECEMBER 2018

Position: ADMINISTRATIVE AIDE III

Name of Staff: CALIXTO G. AURE

PARTICULARS	NUMERICAL RATING	PERCENTAGE WEIGHT	EQUIVALENT NUMERICAL RATING
(1)	(2)	(3)	(3 x 2)
1. Numerical Rating per RCR	4.37	70	3.06
2. Supervisor's assessment of his contribution towards attainment of office accomplishments	4.50	30	1.35
TOTAL NUMERICAL RATING			4.41

EQUIVALENT NUMERICAL RATING: 4.41

Add: Additional Points if any

TOTAL NUMERICAL RATING: 4.41

FINAL NUMERICAL RATING: 4.41

ADJECTIVAL RATING

Outstanding

Department Office Head
MARILYN M. BAYNE

Name of Staff
CALIXTO G. AURE

Recommendation Approved

Dean, CES
DENNIS R. PABLO

Approved

Director for Instruction
FRANCIS S. BELLONAS

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CALEXTRO O. AURE, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) 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, 2018.

CALEXTRO O. AURE
RATEE

Approved: MARLITO M. BANDE
UNIT HEAD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 4: ADMINISTRATIVE SUPPORT SERVICES	Meetings attended	Staff meetings	5	4	3	3	3	3	
	Number of driving tasks completed	• With trip tickets	50	58	5	5	5	5	
		• Without trip ticket (VSU campus)	10	15	5	5	5	5	
		Vehicle maintenance (washing/check-up)	12	16	5	5	5	5	
	Number of assistance performed	Assists in RF nursery works (bagging, repotting, cleaning the area, hauling of materials)	11	12	5	5	5	5	
	Zero per cent complaints from clients served	As driver and as a general public servant	90%	100%	5	5	5	5	
TOTAL OVERALL RATING					4.67	4.67	4.67	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 undergo training on interpersonal skills and stress management

Evaluated & rated by:

MARLITO M. BANDE
DIRECTOR, ITEEM

24 January 2019
DATE

Recommending Approval:

DENNIS P. PEQUE
DEAN, CFES

1/31/19
DATE

Approved:

BEATRIZ S. BELONIAS
VICE-PRESIDENT FOR INSTRUCTION

DATE

DATE	DATE	DATE
VICE PRESIDENT FOR INSTRUCTION	DEAN OF THE	DIRECTOR ITEM
BEATRIZ S. BELONIAS	DENISE P. PEGUE	MARILYN M. BANDA
Approved:	Recommending Approval:	Evaluated & rated by:

ADJECTIVAL RATING		
FINAL RATING	4.07	
Approved Additional points (with copy of approval)		
Punctuality		
Additional points		
Average Rating (Total Overall rating divided by 4)	4.07	

Comments & Recommendations for Development: Proposed:

Good management skills and

INFO & TYPE	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks	
					Q1	Q2	Q3	Q4		
INFO A: ADMINISTRATIVE SUPPORT SERVICES	Meetings attended	Staff meetings	2	4	2	2	2	2		
	Number of driving tasks completed	• With trip tickets	20	28	2	2	2	2		
		• Without trip ticket (VSO campus)	10	18	2	2	2	2		
		Vehicle maintenance (washing/cleaning)	12	16	2	2	2	2		
	Number of assistance performed	Assists in Rf necessary works (padding, repelling, cleaning the area, handling of materials)	11	12	2	2	2	2		
	Zero percent complaints from clients served	As driver and as a general public servant	20%	100%	2	2	2	2		
TOTAL OVERALL RATING						4.07	4.07	4.07	4.07	

RATEE

UNIT HEAD

Approved: MARILYN M. BANDA

CALEXTRIO O. AURE of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEM) 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, 2018

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – DECEMBER 2018

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		59				

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 2018

Position: ADMINISTRATIVE AIDE III

Name of Staff: CALEXIRO O. AURE

INSTRUCTIONS: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the categorized targets of your department/office using the scale below. Enter the your rating.

Score	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 the job requirements.
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements.

Commitment (Over the subordinates and supervisors)						
Scale						
1	Personalizes activities to effect a needs and makes the latter's experience in conducting business with the office fun and rewarding.	5	4	3	2	1
2	Makes self available to others even beyond official time.	5	4	3	2	1
3	Submits urgent non-routine records received by higher offices/agencies such as CHED, DBM, CSC, E-DO, NEDA, PAGCOR and similar regulatory agencies within specified time or working hours even if it involves overtime pay.	5	4	3	2	1
4	Accepts all assigned tasks as furtherance of his office targets and delivers outputs within the specified time.	5	4	3	2	1
5	Commits himself/herself to help attain the targets of his/her office by assigning employees who follow him/her in all assigned tasks.	5	4	3	2	1
6	Regularly reports to work on time, logs in upon arrival, and is present when required.	5	4	3	2	1
7	Keeps accurate records of his work which is easy to follow when needed.	5	4	3	2	1
8	Suggests new ways to further improve his work and the services of his office to his clients.	5	4	3	2	1
9	Accepts additional work 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 unit/office.	5	4	3	2	1
10	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a cost savings that further increases effectiveness of the office or satisfaction of clients.	5	4	3	2	1
11	Accepts office's criticisms and cooperates in suggestions and innovations for improvement of his work environment.	5	4	3	2	1
12	Willing to be trained and developed.	5	4	3	2	1
Total Score		30				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
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					

Overall recommendation : Should undergo interpersonal skills and stress work-related management training

MARLITO M. BANDE
Name of Head

Scale					Leadership & Management (For supervisors only to be rated by higher supervisors)	
1	2	3	4	5	1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher supervisors	
1	2	3	4	5	2. Visionary and creative in developing and specific plans and targets of the office/department aligned to that of the overall plans of the university	
1	2	3	4	5	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	
1	2	3	4	5	4. Accepts accountability for the overall performance and in delivering the output required of his/her unit	
1	2	3	4	5	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 established targets of the unit	
Total Score						
Average Score						

Overall Recommendation

WALTER M. BARRIO
Name of Head

EXHIBIT L

Employee Development Plan

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

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

Date: August 15, 2018

Target Date: December 31, 2018

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 2019

Target Date: July 2019

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 M. BANDE
Unit Head

Conformé:


CALEXTRO O. AURE

Ratee

EXHIBIT 1

Employee Development Plan

NAME OF EMPLOYEE	PERFORMANCE RATING
CALISTRO, ALAN	OUTSTANDING
To improve his interpersonal skills.	
Proposed interventions to improve performance and qualification to assume higher responsibility:	
<p>First Step: One-on-one discussion on how to enhance his competence to assume his responsibility as Admin Aide III (Driver).</p> <p>Result: The agreement was to send Mr. Alan for an interpersonal skills training.</p>	<p>Date: August 18, 2018</p> <p>Target Date: December 31, 2018</p>
<p>Next Step: Request to send Mr. Alan to participate in interpersonal skills training.</p> <p>Outcome: Developed his interpersonal skills in order to form strong working relationships with colleagues and clients that will contribute to increasing team and organizational productivity.</p> <p>Final Step: Recommendation: Training on Interpersonal Skills and Work-related Management.</p>	<p>Date: March 2019</p> <p>Target Date: July 2019</p>

Prepared by:

MARILYN M. BARRIE
Unit Head

Confirmed:
CALISTRO, ALAN
Rater