



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: CALEXTRO O. AURE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING : 4.62

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING :

FINAL NUMERICAL RATING : 4.62

ADJECTIVAL RATING : Outstanding

Prepared by:


CALEXTRO O. AURE
Administrative Aide III
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

July-Dec 2020


"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, 2020.


CALEXTRO O. AURE
RATEE

Approved:


ELIZA D. ESPINOSA
UNIT HEAD


DENNIS P. PEQUE
DEAN, CFES

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	5	16	5	5	5	5.00	Drives with trip tickets, and recoded on log book
		Drives official university vehicle(s) within VSU main campus during official activities	9	20	5	5	5	5.00	Drives without trip tickets, but recorded on log book
		Conducts maintenance on assigned vehicle	6	14	5	5	5	5.00	Washing and/or check-up of vehicle
	Number of assistance performed	Assists in RF nursery works (bagging, repotting, cleaning the area, hauling of materials)	4	9	4	4	4	4.00	When no scheduled trips and vehicle maintenance
	Zero per cent complaints from clients served	As driver and as a general public servant	Zero% complaint	100% compliant	4	4	4	4.00	
TOTAL OVERALL RATING								4.60	

Average Rating (Total Over-all rating divided by 4)		4.60
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.60
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

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

Should sustain the good work!

Evaluated & 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: CALEXTRO O. AURE

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.	Drives official university vehicle(s) on official travels outside VSU main campus	The purpose of the trip is safely and reliably completed	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
2.	Drives official university vehicle(s) within VSU main campus during official activities	The purpose of the trip is safely and reliably completed	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
3.	Maintains (washing, cleaning, tire replacement, etc.) the assigned vehicle	The vehicle is maintained and roadworthy	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
4.	Assists in RF nursery works (bagging, repotting, cleaning the area, hauling of planting materials)	Boosted the nursery activities	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
5.	Attends meetings at ITEEM and CFES	Attendance to the meeting	July 2020	December 2020	December 31, 2020	Very Impressive	Very Satisfactory	Need to participate in the discussion like raising issues or problems related to his driving position.

*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 : JULY – DECEMBER 2020

Name of Staff : AURE, CALEXTRO O.

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		56				

B. Leadership & Management <i>(For supervisors only, to be rated by higher supervisor)</i>		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		4.67				

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

Should sustain the good work!


ELIZA D. ESPINOSA
Director, ITEEM