

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JULY – DECEMBER 2019

Name of Staff ARTURO S. BASTASA

Position ADMINISTRATIVE AIDE I

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.55	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42 4.41	30%	1.33 1.32
TOTAL NUMERICAL RATING			4.52 4.51

EQUIVALENT NUMERICAL RATING :

4.52
~~4.51~~

Add: Additional Points, if any

: 4.52

TOTAL NUMERICAL RATING

: 4.51

FINAL NUMERICAL RATING

: 4.52
~~4.51~~

ADJECTIVAL RATING

: Very satisfactory

Prepared by:

ARTURO S. BASTASA
Name of Staff

Reviewed by:

MARLITO JOSE M. BANDE
Department/Office Head

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, 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.


ARTURO S. BASTASA
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: GENERAL ADMINISTRATION AND SUPPORT SERVICES									
PI 2	Number of meetings attended	Attends meetings by ITEEM and CFES	5	6	4	4	4	4	
PI 3	Documents processed:								
	Number of documents (outgoing communications) forwarded/disseminated	Disseminates/forwards documents to offices	100	108	4	4	4	4	
	Number of claims & other documents processed and followed up	Processes/follows-up claims (DVs, PRs, Trip Tickets, TOs, etc.) & other documents	100	225	4	4	4	4	
	Number of documents recorded	Records incoming/outgoing documents	100	333	5	5	5	5	
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	158	5	5	5	5	
	Number of inspection for safety conducted	Ensures the safety of the laboratory and offices after office hours	125	170	5	5	5	5	
	Number of cleanings of laboratory glasswares & other materials conducted	Maintains the cleanliness of laboratory glasswares and other materials used by students and staff	50	89	5	5	5	5	
PI 15	Zero per cent complaints from clients served	As utility/messenger	80%	95%	4	4	4	4	

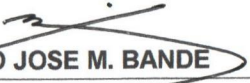
MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
Additional accomplishments:	Number of SCUBA tanks refilled & maintained	Refills SCUBA diving tanks	50	126	5	5	5	5	
	Number of manuals and reports soft/ring bound	Soft/ring binds manuals and reports	15	19	4	4	4	4	
	Number of copies of documents photocopied	Photocopy documents	500	1,500	5	5	5	5	
TOTAL OVERALL RATING					50	50	50	50	

Average Rating (Total Over-all rating divided by 4)	4.55	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.55	
ADJECTIVAL RATING	Outstanding	

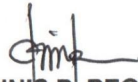
Comments & Recommendations for Development Purpose:

Should accept accountability for failure in attaining work targets and delivering the output required in performing all assigned tasks

Evaluated & rated by:


MARLITO JOSE M. BANDE
 DIRECTOR, ITEEM
 21 January 2020
 DATE

Recommending Approval:


DENNIS P. PEQUE
 DEAN, CFES
 DATE

Approved:

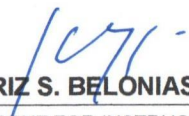

BEATRIZ S. BELONIAS
 VICE-PRESIDENT FOR INSTRUCTION
 DATE

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – DECEMBER 2019

Name of Staff ARTURO S. BASTASA

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
Total Score		53				

EXHIBIT 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	53				
Average Score	4.42				

Overall recommendation : Should accepts accountability for failure in attaining work targets and Delivering the output required in performing all assigned tasks.



MARLITO JOSE M. BANDE
Name of Head

EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	ARTURO S. BASTASA
PERFORMANCE RATING	
AIM	To improve his interpersonal skills and work ethics particularly on record keeping (maintaining daily logbook transaction) of documents to avoid lost.

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

Date: July 2019

Target Date: August 2019

First Step:

One-on-one discussion on how to improve record and time keeping.

Result:

Performance has improved. No document reported to have been lost, so far during the rating period

Date: January 2020

Target Date: March 2020

Next Step:

Request to send Mr. Bastasa to participate on interpersonal skill and record keeping training.

Outcome:

Developed Mr. Bastasa'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 Proper Record Keeping

Prepared by:

MARLITO JOSE M. BANDE
Unit Head

Conformé:

ARTURO S. BASTASA

Ratee