

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JULY – DECEMBER 2017

Name of Staff ANGELITA B. ORIAS

Position AGRICULTURAL TECHNICIAN I

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.71	30%	1.41
TOTAL NUMERICAL RATING			4.68

EQUIVALENT NUMERICAL RATING : 4.68

Add: Additional Points, if any : _____

TOTAL NUMERICAL RATING : 4.68

FINAL NUMERICAL RATING : 4.68

ADJECTIVAL RATING : Outstanding

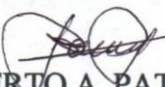
Prepared by:


ANGELITA B. ORIAS
Name of Staff

Reviewed by:


HUMBERTO R. MONTES, JR.
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANGELITA B. ORIAS, of the INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT 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, 2017.

ANGELITA B. ORIAS
Ratee

Humberto R. Montes, Jr.
Approved: **HUMBERTO R. MONTES, JR.**
Head of Unit

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q1	E2	T3	A4	
MFO 1 - 2: Advanced and Higher Education Services	FTE	Teaches the course: SY 2017-18 (1st Semester) Undergraduate courses (Lab: Envi. 123)	1.0	1.95	5	5	5	5	
	Student Advising and Consultation Services:	Guiding and advising students organization	25 mins	2 hours	4	4	4	4	HOMES and Mariposa Ladies Hall
	No. of hours spent for student organizations	Adviser	1	2	5	5	5	5	
	- No. of organizations advised - No. of student-related activities assisted	Advising	1	1	4	4	4	4	
MFO 3: Research Services									
Performance Indicator 3:	Number of research project and/or completed	Study Leader	1	1	4	4	4	4	Mainstreaming Reforestation through Capacity Building in Inopacan Leyte

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q1	E2	T3	A4	
Performance Indicator 9:	Additional outputs ▪ Number of Research Outputs Submitted: Reports (Monthly, Annual) ▪ Number of Rainforestation demo farm established	Assistant	1	1	4	4	4	4	Mineral Nutrition of Early and Late Successional Species Cabukgayan, Biliran LGU
		Assistant	1	1	4	4	4	4	
MFO 4: Extension Services									
Performance Indicator 1:	Number of persons-day trained weighted by length of training	Resource person	10	395	5	5	5	5	Rainforestation Training and Environmental Jamboree
Performance Indicator 2:	Number of trainings conducted	Resource Person Facilitator	1	6	5	5	5	5	Rainforestation Training for Trainers and Farmers
Performance Indicator 3:	Number of IEC material produced by type: ▪ Signages for the NRM Areas	Layout artist	1	25	5	5	5	5	NRM Project
Performance Indicator 4:	Number of beneficiaries served	Technical person	3	145	5	5	5	5	Rainforestation Trainers and adopters
Performance Indicator 5:	Number of technical/expert services	Technical Expert	1	70	5	5	5	5	RF and ELTI Alumni
MFO 6: Administrative Support Services									
Performance Indicator 2:	Meetings attended: ▪ College/Department	Staff	1	1	4	4	4	4	HRIS
Average Rating (Total Over-all rating divided by 4)									

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
Performance Indicator 5:	Number of equipment/vehicle maintained	Office equipment in-charge	2	6	✓	✓	✓	✓	LCD projector, Thermometer, Oven, Refrigerator, Analytical Balance and Vernier Caliper
Performance Indicator 8:	No. of office/training facilities maintained - RDE Office - Rainforestation Training Center - Screen House	Assistant supervisor	1 1 1	1 1 1	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	Rainforestation Research and Training Center
Performance Indicator 13:	Zero percent complaint from clients serve	Technical experts	100%	100%	✓	✓	✓	✓	
TOTAL OVER-ALL RATING									
84									

600
24

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – DECEMBER 2017

Name of Staff ANGELITA B. ORIAS

Position AGRICULTURAL TECHNICIAN I

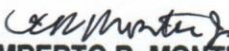
INSTRUCTION TO SUPERVISOR: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		57				

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	23				
Average Score	4.71				

Overall recommendation : Outstanding


HUMBERTO R. MONTES, JR.
Name of Head