



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: JESIBEL L. MUERTIGUE

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.89 | 70% | 3.42 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5 | 30% | 1.50 |
| TOTAL NUMERICAL RATING | | | 4.92 |

TOTAL NUMERICAL RATING: 4.92

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.92

FINAL NUMERICAL RATING 4.92

ADJECTIVAL RATING: Outstanding

Prepared by:

JESIBEL L. MUERTIGUE
Name of Staff *6/10/19*

Reviewed by:

DENNIS P. PEQUE
Dean, CFES *6/10/19*

Recommending Approval:

DENNIS P. PEQUE
Dean/Director *6/10/19*

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs *6/10/19*

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ms. Jesibel L. Muertigue**, of the College of Forestry and Environmental Science commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June, 2022**.

Approved:

JESIBEL L. MUERTIGUE

Ratee

DENNIS P. PEQUE

Dean, CFES

| Description of MFO's/PAPs | Success Indicators | Program/ Activities/ Projects | Tasks Assigned | Annual Target | Actual Accomplishment | Rating | | | | Remarks |
|---|---|--|---|---------------|-----------------------|---------|------------|------------|---------|---|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| Advanced & Higher Education Services | Number of Gradesheets received and facilitated | Receive and Facilitate | Receive and facilitate gradesheets from departments for submission to Graduate School and Registrar's Office | 7 (3.5) | 105/3.5 (3000%) | 5 | 5 | 5 | 5 | 42 ITEEM, 63 DFS |
| | Number of Student Completion of Grades facilitated and recorded | Facilitates submission and Filing of Students' Completion of Grade | Facilitates, records, submits and files students completion of grades | 5 (2.5) | 3/2.5 (120%) | 5 | 5 | 5 | 5 | HLM, RSC, ANP |
| | Number of course syllabus received and facilitated | Receive and Facilitate | Receive and facilitate course syllabus from departments for submission to ODIE | 3 (1.5) | 7 | 5 | 5 | 5 | 5 | ForE154, Ecol11b, Fmgt136, Ecol21f, Fsci142, Fory198n, Fory234 |
| | Number of Table of Specifications received and facilitated | Receive and Facilitate | Receive and facilitate table of specifications from departments for submission to ODIE | 3 (1.5) | 2 | 4 | 4 | 4 | 4 | Ecol11b, Ecol21f |
| | Number of Student's Clearance requests printed and facilitated | Print and Facilitate | Print and facilitate Student's Clearance from departments for submission to the corresponding offices for signature | 3 (1.5) | 13/1.5 (867%) | 5 | 5 | 5 | 5 | Dumas, Joarque, Juntong, Mondal, Boco, Comaling, Custodio, Demotor, Magdaraog, Agripa, Bacale, Ragudo, Peñafiel |

| | | | | | | | | | | |
|---|--|---|--|--------------|----------------|---|---|---|---|---|
| | Number of Student's Routing Slip, Transmittal, Approval Sheet facilitated for Deans signature | Facilitate | Facilitate Students Routing Slip, Transmittal, Approval Sheet, etc. from departments for submission to the corresponding offices | 3 (1.5) | 52/1.5 (3467%) | 5 | 5 | 5 | 5 | Registration forms, Readmission, Nomination of GAC, Request for changing degree programs, revised plan of course work, Application for Graduation, Approval of Thesis Outline, Application for Leave of Absence |
| General Administration and Support Services (GASS) | | | | | | | | | | |
| Efficient and customer friendly frontline service | 0% complaint from client served | Frontlining | Frontline services | no complaint | no complaint | 5 | 5 | 5 | 5 | Based from Customer Feedback Report from Jan-June 2022 |
| Student Services | Number of documents requested by students served | Clerical | Prepared and facilitated documents for approval | 6 (3) | 6/3 (200%) | 5 | 5 | 5 | 5 | Forms required for graduation |
| Secretariat Works | | | | | | | | | | |
| | Number of faculty workload for the Academic Calender 2022 received and facilitated for Deans signature | Receive and Facilitate | Checks the IFW and forward to the Office of the President for Academic Affairs | 6 (3) | 18/3 (600%) | 5 | 5 | 5 | 5 | ITEEM Faculty & Part-time & DFS Faculty |
| | Number of accomplishment reports encoded facilitated and submitted | Encode and print | Encoded and submits accomplishment reports for submission | 12 (6) | 60/6 (1000%) | 5 | 5 | 5 | 5 | Dean's accomplishment report, Job Order |
| | Number of Outgoing communications prepared | Encoding and printing | Encodes and prints outgoing communications | 23 (11.5) | 23/11.5 (200%) | 5 | 5 | 5 | 5 | Outgoing communications (Jan-June 2022) |
| | Number of Incoming and Outgoing documents recorded & released | Recording | Records Incoming and outgoing documents | 53 (26.5) | 52/26.5 (196%) | 5 | 5 | 5 | 5 | Outgoing and incoming documents (January to June 2022) |
| | Number of OPCR, IPCR, prepared, reproduced and submitted | Preparation and submission of documents | Encodes, prepares, reproduces and submits IPCR and OPCR | 5 (2.5) | 4/2.5 (160%) | 5 | 5 | 5 | 5 | 1 OPCR, 1 faculty, 2 Admin. |

| | | | | | | | | | | |
|-----------------------|--|---|--|-----------|----------------|---|---|---|---|--|
| | 1. Job Requests Preparation | Preparation and Submission of Job Requests | Prepares and Submits Job Requests to Concerned Units | 5 (2.5) | 8/2.5 (320%) | 5 | 5 | 5 | 5 | Repair and Maintenance Requests for Electrical, Carpentry works and etc. |
| | 2. Number of Standard government forms | Preparation and submission of standard government | Prepares and submits standard government forms | 10 (5) | 37/5 (740%) | 5 | 5 | 5 | 5 | DTR's (Jan-June 2022), Application for Leave |
| | 3. Number of Purchase Requests, PPMPs prepared and submitted | Preparation of PR's and PPMPs | Prepares and Submits PRs and PPMPs | 3 (1.5) | 18/1.5 (1200%) | 5 | 5 | 5 | 5 | General Fund (CFES Higher Education) for 2022, Research Projects (BIOCAMP, ENHANCED) |
| | 4. Number of Payrolls prepared | Preparation and submission of Payrolls | Prepare and submits Payrolls of JO | 15 (7.5) | 45/7.5 (600%) | 5 | 5 | 5 | 5 | Lopez et al. Magno et.al, Bulahan, & Pafia |
| | 5. Number of Financial documents prepared and submitted | Preparation and submission of financial documents | Prepare and submits financial documents | 6 (3) | 16/3 (533%) | 5 | 5 | 5 | 5 | Petty Cash Cash Replenishmen, Reimbursement of Expenses, Payment for Meals, Sustained Yield FR |
| | 6. Number of CFES documents consolidated/filed | Consolidate/ file | Consolidates and files documents | 25 (12.5) | 5/12.5 (40%) | 4 | 4 | 4 | 4 | ITEEM & DFS OPCR's, incoming and outgoing documents recommended for consolidation |
| Other Services | | | | | | | | | | |
| Total Over-all Rating | | | | | | | | | | |

| | |
|-------------------------|--|
| II rating divided by 4) | |
| Additional Points | |
| with copy of approval) | |
| FINAL RATING | |
| OBJECTIVE RATING | |

Comments and Recommendations for Development Purpose:

Maintain excellent work ethics, you're doing great!

Evaluated and Rated by:

DENNIS P. PEQUE

Head of Unit

Date: 6/20/22

Approved by:

BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: 7/25/22

PERFORMANCE MONITORING FORM

Name of Employee: JESIBEL L. MUERTIGUE

| 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 | Prepares office communications, payrolls, accomplishment reports, job requests, & etc. | Very Impressive | January 1, 2022 | June 30, 2022 | June 30, 2022 | Very Impressive | Outstanding | Keep up the good work. |
| 2 | Follow up vouchers, purchase requests, students related concerns and other request of the office. | Very Impressive | January 1, 2022 | June 30, 2022 | June 30, 2022 | Impressive | Very Satisfactory | Good work. |
| 3 | Maintains the proper arrangement of files in the office. | Very Impressive | January 1, 2022 | June 30, 2022 | June 30, 2022 | Very Impressive | Outstanding | Keep up the good work. |
| 4 | Monitors the incoming and outgoing documents for record purposes. | Very Impressive | January 1, 2022 | June 30, 2022 | June 30, 2022 | Very Impressive | Outstanding | Keep up the good work. |
| 5 | Assists and monitors the delivery of requested documents on time | Very Impressive | January 1, 2022 | June 30, 2022 | June 30, 2022 | Very Impressive | Outstanding | Good work. |

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


DENNIS P. PEQUE

Unit Head 6/30/22

"EXHIBIT G"

Performance Monitoring and Coaching Journal

| | | |
|---|-----------------|--|
| ✓ | 1 st | Q U A R T E R |
| ✓ | 2 nd | |
| | 3 rd | |
| | 4 th | |


| | |
|----------------|---|
| NAME OF OFFICE | COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE |
| SUPERVISOR | DR. DENNIS P. PEQUE |
| NAME OF STAFF | JESIBEL L. MUERTIGUE |

| | MECHANISM | | | | REMARKS |
|------------|--------------|---------------|---|----------------------------|--|
| | MEETING | | MEMO | OTHERS (Please specify) | |
| | ONE-ON-ONE | GROUP | | | |
| MONITORING | January 2022 | | OP MC #s 138, 139 & 140, series of 2021. OP MC # 01 & 10, series of 2022 | Email | <ul style="list-style-type: none">Follow up the submission of Annual Report for 2021 and consolidate the data for Year End Assessment from offices under CFES.Follow up JO Contract for January – June 2022.Ask update on the work from home arrangement of faculty and staff of the departments under CFES. |
| | | January 2022 | OP MC # 01, 03, 08, & 10, series of 2022 | Email and group chat | <ul style="list-style-type: none">Set deadlines and updates for some outputs to be submitted:<ul style="list-style-type: none">Course syllabi for 2nd Semester SY 2021-2022 – February 11, 2022RFCA Reports and CAPs – January 14, 2022Updated PDS, CV, PDF – January 3, 2022 |
| | | February 2022 | OP MC # 11, series of 2022 | Email and group chat | Follow up on the submission of documents for payment of snacks re COA Notice of Suspension |
| | | March 2022 | OP MC # 23 series of 2022 | Email and group chat | <ul style="list-style-type: none">Ask an update regarding the preparation of documents in relation to the conduct of ISO Surveillance Audit |
| | | March 2022 | | Notice of Meeting | CHED Monitoring of Flexible Learning Modalities |


| | | | | | |
|----------|----------------------|---------------|----------------------------|-------------------|--|
| | | April 2022 | | Notice of Meeting | <ul style="list-style-type: none"> Follow up on the update of Annual Reports for 2021 of ITEEM Follow up for the Annual Report & RDE Semi-Annual Accomplishment Report |
| | January to June 2022 | | | | <ul style="list-style-type: none"> Follow up vouchers, PRs, PPMs, students related requests, communications (incoming & outgoing), job requests, payrolls, and other important documents. Maintains proper arrangements of files in the office for easy retrieval. |
| COACHING | | January 2022 | | Notice of Meeting | Organize and facilitate consultation meeting re Recommend department heads of ITEEM and DFS. |
| | | February 2022 | | Chat | Organize and facilitate a program for CFES Students Onboarding |
| | February 2022 | | OP MC # 21, series of 2022 | Email | Advised to attend the orientation on the use of QMS Portal and Shared Drive |
| | | March 2022 | | Notice of Meeting | Brainstorming on Corrective Action of CAR-22-097 regarding late submission of IPCR and OPCR. |
| | | April 2022 | | Notice of Meeting | <ul style="list-style-type: none"> Cascading of OVPAA SWOT, OTP, ROAM, NEIP & WFP for 2022 Cascading of CFES SWOT, OTP, ROAM, NEIP & WFP for 2022 Cascading of ISO Procedure Manuals |

NOTE: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


DENNIS P. PEQUE
 Immediate Supervisor
 Dean, CFES 6/30/22

Noted by:


BEATRIZ S. BELONIAS
 Next Higher Supervisor
 Vice President for Academic Affairs 7/15/22



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2022

Name of Staff: Jesibel L. Muertigue 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 | | (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 | | | | | | |
| Average Score | | | | | | |

Overall recommendation : Keep up the good work! Please consider her for a higher position.



DR. DENNIS P. PEQUE
Head of Office 6/20/22

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Jesibel L. Muertigue
Performance Rating : 4.92 (Outstanding) January – June 2022

Aim: To help prepare and facilitate the office documents related to students, faculty, staff and other administrative matters in accordance to the ISO Quality Management System of the university by following the quality procedure. Keeps and maintains quality records and improve percentage of delivery on requested documents on time.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2022

Target Date: March 2022

First Step:

Monitor Ms. Muertigue's performance regarding the preparation and facilitation of office documents and the improvement on the delivery of faculty, students, staff requested documents.

Result:

Majority of the requested documents were prepared on time.

Date: April 2022

Target Date: June 2022

Next Step:

One-on-one meeting with Ms. Muertigue

Outcome:

Her performance specific to document preparation has improved more.

Final Step/Recommendation:

Required Ms. Muertigue to develop her skills, performing as college dDRC and college hotline agent, and facilitate preparation of documents as required by the Faculty.

Prepared by:

DENNIS P. PEQUE

Unit Head *U/m/fw*

Conforme:

JESIBEL L. MUERTIGUE

Ratee *U/m/fw*