

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JANUARY – JUNE 2019

Name of Staff ELVIRA B. GORRE Position ADMINISTRATIVE ASSISTANT II

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.91

EQUIVALENT NUMERICAL RATING : 4.91


Add: Additional Points, if any : _____

TOTAL NUMERICAL RATING : _____


FINAL NUMERICAL RATING : 4.91

ADJECTIVAL RATING : Outstanding


Prepared by:


ELVIRA B. GORRE
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, ELVIRA B. GORRE, 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 JANUARY to JUNE, 2019.


ELVIRA B. GORRE
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 1 & 2: INSTRUCTION									
PI 9	Number of copies IEC materials designed/laid-out/printed/reprinted	Designs/lays-out/prints/reprints information brochures/flyers, prospectus, courses schedule/in-charge, course outlines	30	75	5	5	5	5	MSTREC brochure, course schedule & in-charge; BSES prospectus
	Number of copies of student activity printed materials	Designs/lays-out and prints programs, certificates, etc. for students' activities	10	30	5	5	5	5	Graduation programs and certificates
MFO 4: EXTENSION SERVICES									
PI 2	Number of copies of training materials prepared/produced	Designs/lays-out and prints invitation brochures/flyers/ programs, nametags, certificates, attendance sheets	25	130	5	5	5	5	DA-YRRP trainings; Rainforestation Training of Trainers, April 22-26, 2019, VSU; UNEP Mission Visit for Eco-DRR June 15–16, 2019, VSU
		Designs training shirts	1	2	5	5	5	5	DA-YRRP trainings
		Designs/lays-out streamers/backdrops	1	6	5	5	5	5	DA-YRRP trainings
PI 3	Number of IEC materials designed/laid-out/printed/reprinted	Designs/lays-out posters/billboards/signages/ markers/labels	1	2	5	5	5	5	"No Fishing" markers
		Designs/lays-out training reports and/or cover	1	1	4	4	4	4	Training on Nursery Establishment..., 16–18 May 2019, Basey, Samar
MFO 5: SUPPORT TO OPERATION SERVICES									
ITEEM MFO 6	Number of recorded users	Library users monitored	15	45	5	5	5	5	Students on research
	Number of new reading materials recorded	New reading materials recorded and catalogued	5	13	5	5	5	5	Manuals/books

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of hours/month monitoring conducted	Monitors the ITEEM main library	10	26	5	5	5	5	
MFO 6: ADMINISTRATIVE SUPPORT SERVICES									
PI 1	Number of staff monitored/co-supervised	Monitors/co-supervises student assistants and admin/accreditation staff	1	3	5	5	5	5	
PI 2	Number of meetings attended	Attends meetings by ITEEM and CFES	4	6	5	5	5	5	Staff meetings of the institute and the college
PI 3	Number of documents prepared:								
	Number of documents prepared for annual budget submitted to OVPAF & OVPI	Checks/prepares documents for Annual Budget required by OVPAF and OVPI	1	4	5	5	5	5	
	Number of documents acted upon on time & monitored	Reviews/checks and countersigns documents for the director's signature	30	150	5	5	5	5	
		Monitors & acted official e-mails	30	60+	5	5	5	5	
		Signs Internal Clearance	20	50	5	5	5	5	
		Prepares appointments for project/study/component leaders	10	81	5	5	5	5	
		Prepares Faculty Workloads: Projected, Actual and Individual	3	7	5	5	5	5	
		Prepares letters/notices/memoranda	8	30	5	5	5	5	
		Prepares overtime requests for staff	1	3	5	5	5	5	
		Prepares overtime reports	1	2	5	5	5	5	
		Prepares OPCR and IPCR targets and accomplishments	1	3	5	5	5	5	
		Consolidates and packages all ITEEM personnel's IPCR and its attachments	1	2	5	5	5	5	
	Number of documents filed & retrieved within 3-5 minutes	Checks document file folders	10	30	5	5	5	5	
		Electronically files documents	150	350+	5	5	5	5	
		Backs-up CDs of e-files/data	30	60+	5	5	5	5	
	Number of reports consolidated	Consolidates annual report of the institute	1	1	4	4	4	4	
PI 9	Number of meetings attended	As committee co-chair/member for university activities and as ITEEM representative	2	5	5	5	5	5	Committee meetings for university activities, and other meetings represented


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of materials designed/ laid-out for university activities	Designs/conceptualizes/lays-out billboards, streamers, backdrops, posters, signages, markers; brochures/programs/shirts	2	2	4	4	4	4	
PI 12	Number of other IEC materials	Conceptualized/designs/lays-out Citizen's charter, personnel directory/org structures, posters on courses offered and other info signages/labels for the institute	3	3	4	4	4	4	
PI 13	Zero per cent complaint from clients served	As administrative assistant, desktop publisher, training facilitator and as a general public servant	90%	100%	5	5	5	5	
TOTAL OVERALL RATING					4.87	4.87	4.87	4.87	

Average Rating (Total Over-all rating divided by 4)	4.87	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.87	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:


Very good keep up the good work

Evaluated & rated by:


MARLITO JOSE M. BANDE
DIRECTOR, ITEEM

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 : JANUARY – JUNE 2019

Name of Staff ELVIRA B. GORRE

Position ADMINISTRATIVE ASSISTANT II

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				

EXHIBIT O

GORRE, ELVIRA B.

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JANUARY – JUNE 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		25				
Average Score		5.0				

Overall recommendation : _____

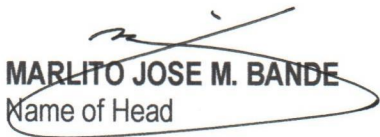

MARLITO JOSE M. BANDE
Name of Head

EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	EL VIRA B. GORRE
PERFORMANCE RATING	OUTSTANDING

AIM	To enhance her lay outing skills by introducing new techniques and updated software in layout and web design.
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Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: February 15, 2019

Target Date: June 30, 2019

First Step: One-on-one discussion on how to enhance her competence to assume her responsibility.

Result: The agreement was to send Ms Gorre for training on new techniques on layout and web design with the corresponding procurement of updated software.

Date: July 2019

Target Date: September 2019

Next Step: Request to send Ms. Gorre to a training on new techniques on layout and web design with the corresponding procurement of updated software

Outcome: Web designing and new desktop lay-out skills acquired/enhanced.

Final Step/
Recommendation: Training on Layouting and Web Page Designing.

Prepared by:


MARLITO JOSE M. BANDE
Unit Head

Conformé:


ELVIRA B. GORRE
Ratee