

## EXHIBIT P

### Computation of Final Individual Rating for Administrative Staff

Rating Period : JULY – DECEMBER 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	5.0	70%	3.5
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.95

EQUIVALENT NUMERICAL RATING : 4.95

Add: Additional Points, if any : \_\_\_\_\_

TOTAL NUMERICAL RATING : 4.95

FINAL NUMERICAL RATING : 4.95

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 JULY to DECEMBER, 2019.

  
**ELVIRA B. GORRE**  
RATEE

**Approved:**   
**MARLITO JOSE M. BANDE**  
UNIT HEAD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 1 & 2: ADVANCED/HIGHER EDUCATION SERVICES									
PI 6/9	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	70	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	-	2	5	5	5	5	Critiques and finalized designs of BSES students' uniforms
UMFO 2: HIGHER EDUCATION SERVICES									
MFO 1	Curriculum Program								
PI 4	Additional output:								
	Number of undergraduate students validated/registered	Monitored and facilitated the validation and registration of students' during enrollment	50	100+	5	5	5	5	Validation of BSES students, and students from other courses enrolling Envi 11 subject
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	50	112	5	5	5	5	
		Designs/lays-out streamers/backdrops	2	17	5	5	5	5	
		Designs training shirts	-	2	5	5	5	5	Finalized design of DA-YRRP polo shirt and sweat shirt



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 3	Number of IEC materials designed/laid-out/printed/reprinted	Designs/lays-out posters/billboards/signages/markers/labels	-	5	✓	✓	✓	✓	Markers and labels used at the TED RF nursery and VSU coastal areas
		Designs/lays-out training reports and/or cover	-	2	✓	✓	✓	✓	DAYRRP training report; PASAR marine assessment report
MFO 5: SUPPORT TO OPERATION SERVICES									
ITEEM MFO 6	Number of recorded users	Library users monitored	20	100	✓	✓	✓	✓	
	Number of new reading materials recorded	New reading materials recorded and catalogued	-	2	✓	✓	✓	✓	
	Number of hours of monitoring conducted per month	Monitors the ITEEM main library	8	12	✓	✓	✓	✓	
MFO 6: ADMINISTRATIVE SUPPORT SERVICES									
PI 1	Number of staff monitored/co-supervised	Monitors/co-supervises admin staff, GTA and student assistants	2	4	✓	✓	✓	✓	
PI 2	Number of meetings attended	Attends meetings by ITEEM and CFES	1	5	✓	✓	✓	✓	
PI 3	Number of documents prepared:								
	Number of documents prepared for annual budget submitted to OVPAF & OVPI	Checks/prepares documents for Annual Budget/Annual Procurement required by OVPAF and OVPI	-	2	✓	✓	✓	✓	
	Number of documents acted upon on time & monitored	Reviews/checks and countersigns documents for the director's signature	80	200+	✓	✓	✓	✓	
		Monitors & acted official e-mails	30	100+	✓	✓	✓	✓	
		Signs Internal Clearance	20	48	✓	✓	✓	✓	
		Prepares appointments for project/study/component leaders	10	33	✓	✓	✓	✓	
		Prepares Faculty Workloads: Projected, Actual and Individual	3	8	✓	✓	✓	✓	
		Prepares letters/notices/memoranda	10	26	✓	✓	✓	✓	
		Prepares overtime requests for staff	1	3	✓	✓	✓	✓	
		Prepares overtime reports	1	3	✓	✓	✓	✓	
		Prepares IPCR targets, accomplishments and attachments	1	6	✓	✓	✓	✓	
		Consolidates and packages all ITEEM personnel's IPCR targets, accomplishments and its attachments	1	2	✓	✓	✓	✓	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of documents filed & retrieved within 3-5 minutes	Checks document file folders	10	30	5	5	5	5	
		Electronically files documents	150	300+	5	5	5	5	
		Backs-up HDs/CDs of e-files/data	30	130	5	5	5	5	
PI 9	Number of meetings attended	As committee co-chair/member for university activities and as ITEEM representative	2	3	5	5	5	5	
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	1	2	5	5	5	5	Started updating the ITEEM personnel directory to organizational structure (main, TED and AED), and the citizen's charter.
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					150	150	150	150	

Average Rating (Total Over-all rating divided by 4)	5.0	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	5.0	
ADJECTIVAL RATING	Outstanding	

Comments &amp; Recommendations for Development Purpose:

keep up the good work

Evaluated &amp; 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 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		58				

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	58				
Average Score	4.83				

Overall recommendation : Teaches and coaches co-workers in relation to web designing and desktop publishing.

MARLITO JOSE M. BANDE  
Name of Head



## EXHIBIT L

### Employee Development Plan

NAME OF EMPLOYEE	ELVIRA B. GORRE
PERFORMANCE RATING	
AIM	To be updated in the new techniques and software on desktop publishing, graphic and webpage designing.

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

Date: August 2019

Target Date: October 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: October 2019

Target Date: February 2020

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 publishing techniques 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