



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Annex P

Name of Administrative Staff: BENITEZ, CECILIO M.

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	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.82

TOTAL NUMERICAL RATING : 4.82
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.82
ADJECTIVAL RATING : OUTSTANDING


Prepared by:


CECILIO M. BENITEZ
Administrative Aide I (Clerk)
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

January-June 2023

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CECILIO M. BENITEZ, *Administrative Aide I* 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 accomplishments in accordance with the indicated measures for the period JANUARY 2023 to JUNE 2023.


CECILIO M. BENITEZ

RATEE

Approved:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM


DENNIS P. PEQUE

DEAN, CFES

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance with all requirements thru the established/ adequate implementation, maintenance, and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Percent compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of her functions as support staff	0% non-conformity	100% compliant	5	5	5	5	
		On program and institutional accreditations	Assists in the preparation of documents in compliance with all the requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5	
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	PI 1. Submission of Institute PPMP for the following year within the deadline as prescribed by BAC	On-time submission of PPMP	Drafts and finalizes PPMP for general funds, trust funds, and project/ research funds	On-time submission	Submitted on time	5	5	5	5	
	PI 2. Customer-friendly frontline services	Zero percent complaints from clients served	Provides customer-friendly front-line services to clients	Zero % complaint	Zero % complaint	5	5	5	5	

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 5. Attendance to monthly/ special staff meetings	Number of monthly/special staff meetings attended	Attends actively to meetings by ITEEM and CFES	3	3	5	5	5	5	
	PI 9. Preparation of documents for processing	Number of documents prepared:								
		<i>Number of outgoing ISO-aligned documents registered and controlled</i>	Registers, and assigned control numbers on outgoing ISO-aligned documents	-	163	5	5	5	5	
		<i>Number of Reports of Actual Teaching Loads prepared</i>	Prepares Report of Actual Teaching Loads	2	2	4	4	4	4	
		<i>Number of IPCR prepared</i>	Prepares IPCR, targets, and accomplishments	2	2	4	4	4	4	
		<i>Number of contracts for JO personnel prepared</i>	Prepares Job Order contracts for laborers, SRA, and Part-time instructors	5	31	5	5	5	5	
		<i>Number of claim documents prepared</i>	Prepares claim documents for salaries, liquidations, and reimbursements	-	136	5	5	5	5	Payrolls, vouchers, and supporting documents
		<i>Number of documents for travel of personnel prepared</i>	Prepares Trip tickets and Travel Orders	20	90	5	5	5	5	
		<i>Number of documents for the acquisition of supplies and materials prepared</i>	Prepares acquisition documents, and job requests	-	14	5	5	5	5	Purchase requests, PPMP and other attachment forms and supporting documents.
		<i>3-5 minutes retrieving of documents filed</i>	Effectively files official documents	Files, 1-5 minutes retrievable	Files, 1-5 minutes retrievable	5	5	4	4.67	
		<i>Number of outgoing documents/ communications recorded</i>	Records outgoing documents	50	107	5	5	5	5	
		<i>Number of DTRs, and leave applications generated</i>	Generates and prints DTRs and leave applications	9	26	5	5	5	5	CMBenitez, OCCapin, EDEspinosa
		<i>Number of grade sheets/ reports of grade completion printed</i>	Prints grade sheets/Report of Grade Completions	5	100	5	5	5	5	

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		<i>Number of incoming documents stamped and countersigned received</i>	Stamps and countersigns incoming documents received	25	319	5	5	5	5	
	PI 11. Document tracking thru HRIS	Number of documents barcoded and electronically released	Scans the document, registers to HRIS, barcodes, and electronically released	40	499	5	5	5	5	
	PI 12. Effectiveness in responding/relaying official calls/messages	Percent promptness in acting/relaying messages received thru any platforms	Promptly answers/acts and/or relays messages received thru any platforms	90%	100%	5	5	4	4.67	
	PI 16. Maintaining the functionality of office and lab equipment assigned	Percentage of functionality of office/lab equipment monitored and maintained	Maintains the photocopier and the assigned desktop computer	90%	100%	5	5	5	5	
	PI 19. Conducting of daily safety and cautious inspection of the office before closing	Zero reports and/or claims on the negligence of office's safety	Also takes responsibility for the safety of the office	No report/claims received	No report/claims received	5	5	5	5	
	PI 20: Other activities	Number of hours spent in the monitoring of HRIS accounts	Checks regularly the HRIS accounts and conducts syncing of DTR, filing of log appeals, and leave applications	At least 10 mins. per day	15 mins. per day	5	5	5	5	HRIS accounts of CMBenitez, OCCapin, EDEspinosa
		Number of documents scanned and/or photocopied	Scans and/or assists in the photocopying of documents	50	205	5	5	5	5	
		Attendance to various virtual and face-to-face meetings and other activities	Attends various virtual and face-to-face meetings/seminars/webinars, and other activities	-	6	5	5	5	5	1. Pre Bidding Conference, Feb 17, Zoom 2. Bid Opening, March 2, Zoom 3. Pre bidding conference, Feb 20, Zoom 4. Bid Opening, March 6, Zoom 5. LSU AdPA General Assembly, May 5, VSU Gym; 6. ITEEM 25 th Anniversary Culmination Program,

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
										May 31, MYV Seafront, Brgy. Gabas;
TOTAL OVERALL RATING						4.92	4.92	4.83	4.89	

Average Rating (Total Overall rating divided by 4)	19.56	4.89
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:
<i>Sometimes moody but still showed outstanding performance.</i>

Evaluated & rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

DATE

7/20/2023

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

DATE

7/21/2023

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

DATE

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

“EXHIBIT I”

Performance Monitoring Form

NAME OF EMPLOYEE: CECILIO M. BENITEZ

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
1.	Provides customer-friendly services and assistance	Customer-friendly services	Jan 1, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfactory	At all times, must remember the importance and value of soft skills (open-mindedness, patience, and respect), and learn to practice them in the workplace.
2.	Drafts PPMPs, finalizes after the Director's final inputs and submits within the prescribed deadline	PPMPs submitted on-time	Jan 1, 2023	June 30, 2023	June 30, 2023			
3.	Prepares office documents for processing such as trip tickets, travel orders, job requests, contracts of part-time instructors, laborers (JOs), SRAs, and RAs, reimbursements, payrolls, pre-travels, and liquidations	Documents on-hand and complete for smooth processing	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Exceptional
4.	Reviews/assigns control number and registers outgoing ISO-aligned documents	Documents are University-QMS compliant under ISO	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Very Satisfactory	Almost perfect
5.	Photo-scans and registers documents to HRIS, generates and prints barcodes for online and easy tracking	Documents easily traced and monitored	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Very Satisfactory	
6.	Generates DTRs of staff (1) and the director's; and assists faculty members in the printing of grade sheets	DTRs and grade sheets submitted on the prescribed period	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	
7.	Files official documents (and maintains the filing system) effectively	Documents 1-3-minute retrievable	Jan 1, 2023	June 30, 2023	June 30, 2023	Impressive	Satisfactory	The filing system still needs to be improved, as orderly as easily-retrievable by everyone in the office.

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Overall assessment of output**	Remarks/ Recommendation
8.	Records incoming and outgoing documents	Easy reference	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Very Satisfactory	Include records on the whereabouts of the vehicle (Canter)
9.	Maintains cleanliness and orderliness of the office reception area and the office equipment assigned (photocopier, desktop computer, and printer)	Office facilities and equipment are maintained and in order	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Exceptional
10.	Receives and relays incoming messages through any platforms (telephone, IP, messenger, and e-mail)	Information relayed and action taken	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Very Satisfactory	
11.	Attends regular and special meetings of ITEEM and CFES	Diligent attendance at the meetings	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ELIZA D. ESPINOSA
Immediate Supervisor

"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	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF STAFF	CECILIO M. BENITEZ


ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 14, 2023		Notice of meeting	Submission of IPCR 2023 (Jan-June) accomplishments for consolidation to the OPCR 2023 (Jan-June) accomplishments
	As needed				Follow up AACCUP compliance report as member task force on specified areas for BSES and MSTREC programs
	As needed				<ul style="list-style-type: none">Ensures that submission of all official documents (PPMP, contracts and other important papers) is done on time and should follow ISO process.Follow up attendance to important webinar meetingsEnsures that process documents are kept tracked and monitored
COACHING					

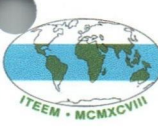
NOTE: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ELIZA D. ESPINOSA
 Immediate Supervisor
 Director, ITEEM

Noted by:


DENNIS P. PEQUE
 Next Higher Supervisor
 Dean, CFES



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2023

Position: ADMINISTRATIVE AIDE I

Name of Staff: BENITEZ, CECILIO M.


(Clerk)

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards the 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 the 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 a 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 result as a best practice that further increases the effectiveness of the office or satisfaction of the clientele	5	4	3	2	1
11.	Accepts objective criticisms and open to suggestions and innovations for the improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		56				

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		4.67				
Overall recommendation: <i>Should be open to suggestions and corrections to improve work performance further.</i> <i>Openly should accept criticisms to consistently improve his work performance.</i>						


ELIZA D. ESPINOSA
 Printed Name and Signature
 Head of Office

Employee Development Plan

NAME OF EMPLOYEE	CECILIO M. BENITEZ
PERFORMANCE RATING	
AIM	To improve his interpersonal relationship, document filing and written and oral communication skills.

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

Date: Jan 2023

Target Date: Jan 2023

First Step:

One-on-one discussion on how to enhance his competence to assume his responsibility.

Result:

The agreement was to recommend Mr. Benitez for seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills and work ethics. A face-to-face attendance to seminars was discussed and highly suggested.

Date: July 2023

Target Date: September 2023

Next Step:

Request to recommend Mr. Benitez to attend seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills.

Outcome:


Relationship with co-workers and handling of clients improved, files easily retrieved in less than 2 minutes, and written and oral communication skills improved.

Final Step/
Recommendation:


Seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills.

Note: Admin staff development plan from last year will be same this year with minor revisions and if budget allows for the training.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


CECILIO M. BENITEZ
Ratee