



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: AMESTOSO, FELIX JOHN T.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING : 4.87
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.87
ADJECTIVAL RATING : OUTSTANDING

Prepared by:


FELIX JOHN T. AMESTOSO
Agricultural Technician I
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

July-December 2022

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELIX JOHN T. AMESTOSO, Agricultural Technician 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 targets in accordance with the indicated measures for the period September to December 2022.


FELIX JOHN T. AMESTOSO

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 Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q ¹	E ²	T ³	A ⁴	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to 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*	A 44. 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 his/her functions as support staff.	zero% non-conformity	100% compliant	5	5	5	5	Trainee alternate deputy documents and records controller (adDRC) for ITEEM
		On program and institutional accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5	Trainee alternate deputy documents and records controller (adDRC) for ITEEM
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	PI 2. Customer-friendly frontline services	A 46. Zero percent complaints from clients served	Entertains clients and stakeholders and ensure that their concerns are acted upon on time	100% compliant	100% compliant	5	5	5	5	As Agricultural Technician I

MFO & PAPs	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q ¹	E ²	T ³	A ⁴	
			Provides support services and assistance in the operation of the administrative function of the Institute, and performs other related tasks as maybe assigned from time to time	1	600% (6/1)	5	5	5	5	Performs as follows: (1) Enrollment Focal Person of the Institute; (2) ITEEM-CFES Hotline Agent for students' concerns; (3) Trainee alternate dDRC of the Institute; (4) messengerial tasks, whenever necessary; (5) as a task force component during the AACUP Level III Accreditation for BSES and MSTREC; (6) assistant in the Envi-115n Laboratory Class
		Number of research and/or extension activities assigned to provide support	Provides support services and assistance in the operation of the research and extension function of the Institute, and performs other related tasks as maybe assigned from time to time	1	100% (1/1)	5	5	4	4.67	As support staff for current and proposed projects research and extension of ITEEM Aquatic Ecosystems Division: (1) The Marine Flora and Fauna in the Vicinity of Philippine Associated Smelting and Refining (PASAR) Corporation: Plankton and Meiofauna Component
	PI 5. Attendance to monthly and emergency meetings	A 47. Number of monthly/ special faculty & staff meetings conducted/ attended*	Actively participates to the institutes monthly and emergency meeting	3	6	5	5	4	4.67	
	PI 6: Additional Outputs	Number of trainings/ seminars/workshops/ conferences attended	Actively participates in face-to-face or online trainings/seminars/ workshops/conferences	-	2	5	5	5	5	1. Short Course on Freshwater Biomonitoring; Nov 3-7 2. Learning Event on Convergence of the Eco-friendly Schools Program Advocates in celebration of the Clean Air Month, Environmental Awareness Month and Climate Change Consciousness Week 2022, Nov 24-25 3. (2) Re-orientation on the Documentary Requirements for Financial and Administrative Transactions, Dec 5

MFO & PAPs	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q ¹	E ²	T ³	A ⁴	
		Number of services/ actions conducted	Receives and facilitates concerns, and/or requests of CFES MS/BS students	1	400% (4/1)	5	5	5	5	Performs as CFES Hotline Agent for students' concerns
Total Overall Rating						5	5	4.75	4.92	

Average Rating (Total Over-all rating divided by 4)	19.67	4.92
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Easily can follow instructions, and delivers assigned tasks with less supervision.

Evaluated & rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

Jan. 13 2023

DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

DATE

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: FELIX JOHN T. AMESTOSO

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.	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as support staff	Compliant office to the Quality Management System (QMS) or ISO 9001:2015	Sept 1, 2022	Dec 31, 2022	Dec 31, 2022	Impressive	Very Satisfactory	More training is required
2.	Prepares required documents and complies with all the requirements as prescribed in the accreditation tools for the program accreditations	Accredited curricular programs	Sept 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Very Satisfactory	
3.	Entertains clients and stakeholders and ensure that their concerns are acted upon on time	Clients' outstanding evaluation of their satisfaction on the request provided by the Institute	Sept 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
4.	Provides support services and assistance in the operation of the administrative function of the Institute, and performs other related tasks as may be assigned from time to time		Sept 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
5.	Provides support services and assistance in the operation of the research and extension function of the Institute, and performs other related tasks as may be assigned from time to time		Sept 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
6.	Actively participates in the institute's monthly and emergency meeting	Updated on the institute's activities; and directed on the tasks	Sept 1, 2022	Dec 31, 2022	Dec 31, 2022	Impressive	Very Satisfactory	
7.	Receives and facilitates concerns, and/or requests of CFES MS/BS students	Guided students	Sept 1, 2022	Dec 31, 2022	Dec 31, 2022	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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: SEPTEMBER – DECEMBER 2022

Name of Staff: AMESTOSO, FELIX JOHN T.

Position: AGRICULTURAL TECHNICIAN I

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 increase 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		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						
Average Score		4.75				
Overall recommendation:						
Undergo more training skills related to administrative functions.						

ELIZA D. ESPINOSA

Printed Name and Signature
Head of Office

"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	FELIX JOHN T. AMESTOSO

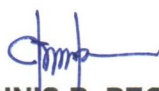
ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	As needed				Follow up AACCUP compliance report as member task force on Areas V (Research) and VI (Extension and Community Development) for BSES and MSTREC programs
	As needed				<ul style="list-style-type: none">Ensures that all the QMS core processes of the university and preparations and timely submission of required documents (OPCR, IPCR, FWL, Faculty appointments, PPMP, faculty and admin. staff hiring, etc.) as prescribed in the accreditation tools are complied with.Follow-up attendance to important webinar meetings in support to ITEEM operations
COACHING			OP Memo #634 & 639		<ul style="list-style-type: none">Cascading of the OP memo in connection to AACCUP evaluation schedule (Oct. 12-14, 2022)Task Force for the online AACCUP Accreditation (Level III) of the BSES and MSTREC Program
		Nov. 21, 2022		ITEEM OFIs- 22-02 – 22-09	Cascading of ISO Results and Actions for “Opportunity for Improvement” (OFI) as alternate dDRC

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