



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff: **JESIBEL L. MUERTIGUE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	<u>4.88</u>	70%	<u>3.42</u>
2. Supervisor/Head 's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.89</b>

TOTAL NUMERICAL RATING:

4.89

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.89

FINAL NUMERICAL RATING

4.89

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

JESIBEL L. MUERTIGUE 7/17/24  
Name of Staff

Reviewed by:

ARTURO E. PASA 7/17/24  
Unit Head

Recommending Approval:

ARTURO E. PASA 7/17/24  
Dean

Approved:

ROTACIO S. GRAVOSO 7/22/24  
Vice President



JESIBELL L. MUERTIGUE 7/5/24  
Ratee

[illegible]



Efficient and customer friendly frontline service	0% complaint from client served	Frontlining	Frontline services	no complaint	no complaint (100%)	3	3	3	3	Based from customer feedback report Jan-June 2024
Student Services	Number of documents requested by students served	Clerical	Prepared and facilitated documents for approval	9 (4.5)	5/4.5 (111%)	5	5	5	5	Communication letters for conduct of thesis, grade concerns & others
Secretariat Works										
	Number of faculty workload for the Academic Calendar 2023-2024 received and facilitated for Deans signature	Receive and Facilitate	Checks the IFW and forward to the Office of the President for Academic Affairs	9 (4.5)	13/4.5 (289%)	5	5	5	5	DFS Faculty 10; ITEEM Faculty 3
	Number of accomplishment reports encoded facilitated and submitted	Encode and print	Encoded and submits accomplishment reports for submission	15 (7.5)	8/7.5 (107%)	5	5	5	5	Dean's Accomplishment Report, CFES Annual Report, AR for JOs
	Number of Outgoing communications prepared	Encoding and printing	Encodes and prints outgoing communications	33 (16.5)	42/16.5 (245%)	5	5	5	5	Financial Requests, Transmittals, Nominations etc.
	Number of Incoming and Outgoing documents recorded & released	Recording	Records Incoming and outgoing documents	33 (16.5)	80/16.5 (484%)	5	5	5	5	Internal and External Documents
	Number of OPCR, IPCR, prepared, reproduced and submitted	Preparation and submission of documents	Encodes, prepares, reproduces and submits IPCR and OPCR	5 (2.5)	6/2.5 (240%)	5	5	5	5	CFES OPCR & IPCR Target 2024 and Accomplishments Jan-June 2024
	Job Requests Preparation	Preparation and Submission of Job Requests	Prepares and Submits Job Requests to Concerned Units	4 (2)	4/2 (200%)	5	5	5	5	CFES Rewiring, door jamb installation, wood hauling, faucet repair
	Number of Standard government forms	Preparation and submission of standard government forms	Prepares and submits standard government forms	13 (6.5)	37/6.5 (569%)	5	5	5	5	SALN, DTRs, Application for Leave
	Number of Purchase Requests, PPMPs prepared and submitted	Preparation of PR's and PPMPs	Prepares and Submits PRs and PPMPs	3 (1.5)	10/1.5 (667%)	5	5	5	5	PPMPs 3; PRs 7

	Number of Payrolls prepared	Preparation and submission of Payrolls	Prepare and submits Payrolls of JO	13 (6.5)	12/6.5 (185%)	5	5	5	5	DRRM Project JO payroll
	Number of Financial documents prepared and submitted	Preparation and submission of financial documents	Prepare and submits financial documents	13 (6.5)	10/6.5 (154%)	5	5	5	5	Travel CAS, Reimbursements and Liquidation; Petty Cash Cas, Replenishments & Liquidation
	Number of CFES documents consolidated/filed	Consolidate/ file	Consolidates and files documents	23 (11.5)	15/11.5 (130%)	5	5	5	5	Annual Report, CFES Reseach and Extensions, Exit Survey for CFES Graduates, OPCR & IPCR Targets, Graduate Employment Status
Other Services										
Total Over-all Rating									88	

al Over-all rating divided by 4)		4.88
Additional Points		
ints (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purpose:

Keep up the good work!

Evaluated and Rated by:

ARTURO E. PASA

Dean, CFES

Date: 7/17/24

Approved by:

ROTACIO S. GRAVOSO

VP for Academic Affairs

Date: 7/22/24



**"EXHIBIT G"**

## Performance Monitoring and Coaching Journal

√	1 <sup>st</sup>	<b>Q U A R T E R</b>
√	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

NAME OF OFFICE	COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE
SUPERVISOR	DR. ARTURO E. PASA
NAME OF STAFF	<b>JESIBEL L. MUERTIGUE</b>

MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
	January 2024 & February 2024		OP MC #s 187 , 184 & 183, series of 2023. OP MC # 176, series of 2023	Email	
		March 2024	OVPAA MC # 04, 08, series of 2024	Email and group chat	<ul style="list-style-type: none"><li>Follow up and helps remind the faculty on the deadlines for some outputs to be submitted:<ul style="list-style-type: none"><li>Course syllabi for 2nd Semester SY 2023-2024 – March 12, 2023</li><li>TOS for the Midterm Exam and Finals SY 2023-2024 2<sup>nd</sup> Semester.</li></ul></li></ul>
		March 2024	OPVAF Memo # 01, series of 2024	Email and group chat	Prepares data for the submission of Indicative PPMP 2024
		March & April 2024	OVPAA Advisories	Email and group chat	<ul style="list-style-type: none"><li>Assist the dean in monitoring an update regarding the</li></ul>

					preparation of VSU Centennial Celebration
		June 2024		Notice of Meeting	Involvement of CFES Committee
		March 2024 – June 2024		Email and group chat	<ul style="list-style-type: none"> <li>Prepares vouchers, PRs, PPMPs, students related requests, communications (incoming &amp; outgoing), job requests, payrolls, and other important documents.</li> </ul>
COACHING		January to May 2024		Notice of Meeting/Email	Reminds faculty to attend CFES Faculty Meeting and sends invitation.
	January 2024	January 2024		Email and group chat	<ul style="list-style-type: none"> <li>Cascading of OVPAA SWOT, OTP, ROAM, NEIP &amp; WFP for 2023</li> <li>Cascading of CFES SWOT, OTP, ROAM, NEIP &amp; WFP for 2023</li> <li>Cascading of ISO Procedure Manuals and attended core dDRC meeting.</li> </ul>

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

Conducted by:



**ARTURO E. PASA** 7/17/24  
Dean, CFES

Noted by:



**ROTACIO S. GRAVOSO** 7/22/24  
VP for Academic Affairs

## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JAN	FEB	MAR	APR	MAY	JUNE	
<b>MFO 4. Administration Services</b>	Signs appointments , requests, certificates, travel orders, application for leave, students related docs & etc.	<i>RSCome, AEPasa</i>	January to June 2024	Annual Report, Contract of Services, Performance Target	Registration forms for enrollment as course adviser, shifting form, readmission	SRC appointment and nomination	Approval sheet & routing slip for outline	thesis defense evaluation form	Routing slip, transmittal, approval sheet, & defense evaluation sheet for manuscript. Grade sheets.	Enrolment, graduation requirements, & other administrative documents. (Signed on time)
	Approval for Financial Matters	<i>RSCome, AEPasa</i>	January to June 2024	Dean	Dean	Dean	Dean	Dean	Dean	Reimbursement, Replenishment, Payment Vouchers & PR & PPMP, job order Contracts, bills (Timely approval)
	Attend meetings	<i>All CFES Faculty</i>	January to June 2024	All CFES Faculty	All CFES Faculty	All CFES Faculty	All CFES Faculty	All CFES Faculty	All CFES Faculty	Departments, College, & University Meetings (always present except if on OB or on leave)
	Prepares minutes of meetings.	<i>HLMondal</i>	January to June 2024	Once		Twice	Once		Once	As College Secretary
	Reviews communications, letters,	<i>RSCome, AEPasa</i>	January to June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When on Official



	requests and appointments									Business/Seminars/Workshops
	Releases students' forms, certifications, permits and other communications.	JLMuertigue/CPGodoy	January to June 2024	Daily	Daily	Daily	Daily	Daily	Daily	ISO registered forms, Incoming and outgoing CFES Communications
	Delivers, processes and facilitates documents	CPGodoy	January to June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job request, Monthly Financial report
	Records and releases documents.	JLMuertigue/CPGodoy	January to June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Memos, Financial Reports, Student forms, Incoming and outgoing documents
	Photocopies documents and any other communications.	JLMuertigue/CPGodoy	January to June 2024	Daily	Daily	Daily	Daily	Daily	Daily	Payrolls, Memos, Letters, Appointments, Journals
	Opens and closes classrooms and offices.	CPGodoy	January to June 2024	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily opening and closing of rooms and offices for cleaning maintenance, except during weekends.
	Assists in the supervision of construction workers.	CPGodoy	January to June 2024						Construction of riprap at the back of CFES building	Still ongoing



	Keeps and maintains the confidentiality of personal records	JLMuertigue	January to June 2024	PDS, PDF, Resume DTR	DTR Grade Sheets	DTR SALN	DTR SALN	DTR	DTR Grade Sheets	Personal files are always kept privately.
	Facilitates outgoing and incoming ISO generated forms	CPGodoy JLMuertigue	January to June 2024	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Documents for instructions, research, extension, and administrative matters are regularly facilitated.

Prepared by:

  
**ARTURO E. PASA** 7/12/24  
 Unit Head

## 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, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Keep up the good work.
2	Follow up vouchers, purchase requests, student s related concerns and other request of the office.	Very Impressive	January 1, 2024	June 30, 2024	June 30, 2024	Impressive	Very Satisfactory	Good work.
3	Maintains the proper arrangement of files in the office.	Very Impressive	January 1, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Keep up the good work.
4	Monitors the incoming and outgoing documents for record purposes.	Very Impressive	January 1, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Keep up the good work.
5	Assists and monitors the delivery of requested documents on time	Very Impressive	January 1, 2024	June 30, 2024	June 30, 2024	Very Impressive	Outstanding	Good work.

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

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

Prepared by:

  
**ARTURO E. PASA**  
 Unit Head

7/17/24



EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Jesibel L. Muertigue  
Performance Rating : 4.81 (Outstanding) January – June 2024

Aim: To help prepare and facilitate the office documents related to students, faculty, staff and other administrative matters in accordance with 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 2024

Target Date: March 2024

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 2024

Target Date: June 2024

Next Step:

One-on-one meeting with Ms. Muertigue

Outcome:

Her performance specific to document preparation has improved more. She also performed tasks that are outside of her job description specially during the VSU Centennial Celebration.

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:

ARTURO E. PASA  
Unit Head

7/17/24

Conforme:

JESIBEL L. MUERTIGUE  
Ratee

7/17/24



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January to June 2024

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

NA





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		54				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		54				
Average Score		4.91				
Overall recommendation: Keep up the good work!						

  
**ARTURO E. PASA** 7/12/24  
 Immediate Supervisor