

**EXHIBIT P**

**Computation of Final Individual Rating for Administrative Staff**

Rating Period : JANUARY – JUNE 2018


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	4.84	70%	3.402
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.902

EQUIVALENT NUMERICAL RATING : 4.902  
Add: Additional Points, if any : \_\_\_\_\_  
TOTAL NUMERICAL RATING : 4.902  
FINAL NUMERICAL RATING : 4.902  
ADJECTIVAL RATING : Outstanding

Prepared by:

  
ELVIRA B. GORRE  
Name of Staff


Reviewed by:

  
MARLITO M. BANDE  
Department/Office Head

Recommending Approval:

  
DENNIS P. PEQUE  
Dean, CFES

Approved:

  
BEATRIZ S. BELONIAS  
Vice-President for Instruction



**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ELVIRA B. GORRE, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) 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, 2018.

  
ELVIRA B. GORRE  
RATEE

Approved:

  
MARLITO 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>	
MFO 1 & 2: INSTRUCTION									
PI 9	Number of IEC materials designed/laid-out/printed/reprinted	Designs/lays-out/prints/reprints information brochures/flyers, prospectus, courses schedule/in-charge, course outlines	50	175	5	5	5	5	MSTREC & BSEM Info brochures
		Designs/lays-out posters	2	4	5	5	5	5	MSTREC & BSEM Info posters
	Number of student activity printed materials	Designs/lays-out and prints programs, certificates, etc. for students' activities	10	38	5	5	5	5	Certificates of tree planting, recognitions; tribute program
MFO 4: EXTENSION SERVICES									
PI 2	Number of sets of training materials prepared/produced)	Designs/lays-out and prints invitation brochures/flyers/ programs, nametags, certificates, attendance sheets	25	335	5	5	5	5	WWF-Myanmar Learning Visit; Seminar on Development & Mainstreaming of RF
		Designs/lays-out streamers/backdrops	1	3	5	5	5	5	
PI 11	Number of trainings/fora/summit attended	As participant/facilitator/exhibitor	1	1	4	4	4	4	2 <sup>nd</sup> Phil Envi Summit
PI 3	Number of IEC materials designed/laid-out/printed/reprinted	Designs/lays-out posters/billboards/signages/markers/labels	2	83	5	5	5	5	Signages/markers/labels for TED projects use
		Lays-out reports	1	1	4	4	4	4	ITEEM annual report 2017
		Prints/reprints reports	1	3	5	5	5	5	ITEEM annual reports 2015, 2016, 2017
MFO 5: SUPPORT TO OPERATION SERVICES									
ITEEM MFO 6	Number of recorded users	Library users monitored	30	98	5	5	5	5	
	Number of new reading materials recorded	New reading materials recorded and catalogued	10	50	5	5	5	5	
	Number of hours/month monitoring conducted	Monitors the ITEEM main library	10	20	5	5	5	5	

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELVIRA B. GORRE, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEM) 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, 2018.

INFO A: Targets	Success Indicators	Tests Assigned	Target	Actual Achievement	Rating				Remarks
					A	B	C	D	
INFO 1 & 2 INSTRUCTION									
PI 1	Number of IEC materials designed/developed	Designs-out and develops information and materials	20	18	2	2	2	2	WATER & BIODIVERSITY
		Designs-out and develops materials	2	2	2	2	2	2	WATER & BIODIVERSITY
	Number of student activity guided materials	Designs-out and develops materials	10	8	2	2	2	2	WATER & BIODIVERSITY
INFO 4: EXTENSION SERVICES									
PI 2	Number of sets of training materials prepared/produced	Designs-out and develops information and materials	20	22	2	2	2	2	WATER & BIODIVERSITY
		Designs-out and develops materials	1	3	2	2	2	2	WATER & BIODIVERSITY
PI 11	Number of training materials submitted	As participant/exhibitor	1	1	2	2	2	2	WATER & BIODIVERSITY
PI 3	Number of IEC materials designed/developed	Designs-out and develops information and materials	2	3	2	2	2	2	WATER & BIODIVERSITY
		Designs-out and develops materials	1	1	2	2	2	2	WATER & BIODIVERSITY
	Printed materials reports	Designs-out and develops materials	1	2	2	2	2	2	WATER & BIODIVERSITY
INFO 5: SUPPORT TO OPERATION SERVICES									
INFO 5	Number of new reading materials recorded	Library users monitored	30	28	2	2	2	2	
		New reading materials recorded and cataloged	10	10	2	2	2	2	
	Number of monthly monitoring conducted	Monitors the ITEM main library	10	10	2	2	2	2	

MARLITO M. BARRERA  
UNIT HEAD

Approved

ELVIRA B. GORRE  
RATER

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q¹	E²	T³	A⁴	
MFO 6: ADMINISTRATIVE SUPPORT SERVICES									
PI 1	Number of staff supervised and monitored	Monitors/supervised student assistants and accreditation staff	2	4	5	5	5	5	
PI 2	Number of meetings attended	Attends meetings by ITEEM and CFES	4	5	4	4	4	4	
PI 3	Number of documents prepared:								
	Number of documents prepared for annual budget submitted to OVPAF & OVPI	Prepares documents for Annual Budget required by OVPAF and OVPI	1	2	5	5	5	5	
	Number of documents acted upon on time & monitored	Monitors & acted official e-mails	30	90	5	5	5	5	
		Signs Internal Clearance	20	44	5	5	5	5	
		Checks folder file updates	20	45	5	5	5	5	
		Prepares appointments of core faculty and affiliates	6	15	5	5	5	5	
		Prepares appointments for project/study/component leaders	10	21	5	5	5	5	
		Prepares Faculty Workloads: Projected, Actual and Individual	3	7	5	5	5	5	
		Prepares certification issued to clients	2	20	5	5	5	5	
		Prepares letters/notices/memoranda	5	12	5	5	5	5	
		Prepares overtime requests for staff	1	2	5	5	5	5	
		Prepares overtime reports	1	2	5	5	5	5	
		Prepares OPCR and IPCR targets and accomplishments	3	8	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	Manually files documents	25	70	5	5	5	5	
		Electronically files documents	150	450	5	5	5	5	
		Backs-up CDs of e-files/data	30	100	5	5	5	5	
		Number of reports consolidated	Consolidated annual report of the institute	1	1	4	4	4	4
PI 4	Number of academic lecture/laboratory rooms maintained	In-charge of ITEEM main library	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	4	5	5	5	5	COE Washington accord, AACUP accreditations; VSU anniv; budget dialogue
	Number of materials designed/laid-out for university activities	Designs/conceptualizes/lays-out billboards, streamers, backdrops, posters, signages, markers; brochures/programs	2	19	5	5	5	5	COE Washington accord, AACUP accreditations; VSU anniv convocation program
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	22	5	5	5	5	Citizen's charter posted conspicuously

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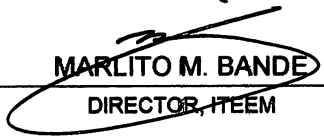
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
PI 13	Zero per cent complaint from clients served	As desktop publisher, training facilitator and as a general public servant	90%	100%	5	5	5	5	
TOTAL OVERALL RATING					175	175	175	175	

Average Rating (Total Over-all rating divided by 4)	4.86	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.86	
ADJECTIVAL RATING	Outstanding	

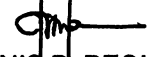
Comments & Recommendations for Development Purpose:

Makes self available & demonstrates sensitivity of the Institute's needs even beyond official time

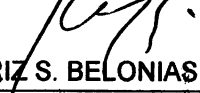
Evaluated & rated by:

  
MARLITO M. BANDE  
DIRECTOR, ITEEM  
\_\_\_\_\_  
DATE

Recommending Approval:

  
DENNIS P. PEQUE  
DEAN, CFES  
\_\_\_\_\_  
DATE

Approved:

  
BEATRIZ S. BELONIAS  
VICE-PRESIDENT FOR INSTRUCTION  
\_\_\_\_\_  
DATE

1 – Quality    2 – Efficiency    3 – Timeliness    4 - Average \*\*

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ADDITIONAL INFORMATION

SAVOLETTA 14.00

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Research Library

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of the people's needs and living standards  
with a view to generalizing successful  
experience & recommendations for Development Policies.

RECORDED 101-DEC-30-77



## EXHIBIT O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JANUARY – JUNE 2018

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 C

## Performance Evaluation of Administrative Staff

Rating Period: JANUARY - JUNE 2018

Name of Staff: ELVIN R. GORRE Position: ADMINISTRATIVE ASSISTANT II

NOTE: This form is to be filled out by the supervisor of the staff member being evaluated. It is not to be filled out by the staff member. The supervisor should rate the staff member's performance on the basis of the staff member's performance during the rating period. The supervisor should rate the staff member's performance on the basis of the staff member's performance during the rating period. The supervisor should rate the staff member's performance on the basis of the staff member's performance during the rating period.

Grade	Performance Rating	Qualitative Description
1	Below	The staff fails to meet job requirements.
2	Below	The staff fails to meet job requirements.
3	Below	The staff fails to meet job requirements.
4	Below	The staff fails to meet job requirements.
5	Below	The staff fails to meet job requirements.
6	Below	The staff fails to meet job requirements.
7	Below	The staff fails to meet job requirements.
8	Below	The staff fails to meet job requirements.
9	Below	The staff fails to meet job requirements.
10	Below	The staff fails to meet job requirements.
11	Below	The staff fails to meet job requirements.
12	Below	The staff fails to meet job requirements.

A. Competence (100% for administrative and supervisory)		Grade			
1	Performs a significant amount of work and meets the job requirements.	1	2	3	4
2	Performs a significant amount of work and meets the job requirements.	1	2	3	4
3	Performs a significant amount of work and meets the job requirements.	1	2	3	4
4	Performs a significant amount of work and meets the job requirements.	1	2	3	4
5	Performs a significant amount of work and meets the job requirements.	1	2	3	4
6	Performs a significant amount of work and meets the job requirements.	1	2	3	4
7	Performs a significant amount of work and meets the job requirements.	1	2	3	4
8	Performs a significant amount of work and meets the job requirements.	1	2	3	4
9	Performs a significant amount of work and meets the job requirements.	1	2	3	4
10	Performs a significant amount of work and meets the job requirements.	1	2	3	4
11	Performs a significant amount of work and meets the job requirements.	1	2	3	4
12	Performs a significant amount of work and meets the job requirements.	1	2	3	4
Total Score		1	2	3	4

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	5.0				

Overall recommendation : Makes self available and demonstrates sensitivity of the Institute's needs even beyond official time.

  
**MARLITO M. BANDE**  
Name of Head

1. What is the purpose of the experiment?  
 2. What are the variables?  
 3. What is the hypothesis?  
 4. What are the results?  
 5. What are the conclusions?

TO: MR. J. EDGAR HOOVER  
FROM: MR. J. EDGAR HOOVER  
SUBJECT: [illegible]

## EXHIBIT L

### Employee Development Plan

NAME OF EMPLOYEE	ELVIRA 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: August 15, 2018

Target Date: December 31, 2018

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: March 2019

Target Date: June 2019

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

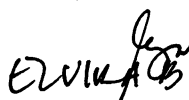
Outcome: Enhanced Ms. Gorre's lay-outing and web designing skills.

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

Prepared by:

  
**MARLITO M. BANDE**  
Unit Head

Confirme:

  
ELVIRA B. GORRE

Employee Development Plan

NAME OF EMPLOYEE	ELVIRA B. GORRIS
PERFORMANCE RATING	OUTSTANDING
Area	To enhance her lay-outting skills by introducing new techniques and updated software in layout and web design
Proposed interventions to improve performance and qualifications to assume higher responsibilities:	
Date:	August 15, 2019
Target Date:	December 31, 2019
First Step:	One-on-one discussion on how to enhance her competence to assume her responsibilities
Result:	The agreement was to send Mr. Gorris for training on new techniques on layout and web design with the corresponding procurement of updated software
Date:	August 2019
Next Step:	To meet to send Mr. Gorris to participate in new courses on layout and web design with the corresponding procurement of updated software
Outcome:	Enhanced Mr. Gorris's lay-outting and web designing skills
Final Step:	Training on lay-outting and Web Page Designing
Recommendation:	

Prepared by:

MARTIN M. MARTIN  
Unit Head

Approved by:  
Elvira B. Gorris