EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : <u>JANUARY - JUNE 2018</u>

Name of Staff ELVIRA B. GORRE

Position ADMINISTRATIVE ASSISTANT II

PARTICULARS	NUMERICAL RATING	PERCENTAGE WEIGHT	EQUIVALENT NUMERICAL RATING
(1)	(2)	(3)	(2 x 3)
Numerical Rating per IPCR	4.84	70 %	3.402
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	3,0%	1.6
	TOTAL NUM	ERICAL RATING	4.902

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any

TOTAL NUMERICAL RATING

4.902

FINAL NUMERICAL RATING

ADJECTIVAL RATING

Prepared by:

Reviewed by:

ELVIRA B. GORRE

MARLITO M. BANDE) Department/Office Head

Recommending Approval:

Dean, CFES

Approved:

Vice-President for Instruction

Computation of Final individual Rating for Administrative Staff

Rating Period: JANUARY - JUNE 2018

	IVE ASSISTANT II	Position <u>ADMINISTRAT</u>		Name of Staff ELVIRA B. GORRE
 ان	EQUIVALENT	PERCENTAGE WEIGHT	NUMBRICAL RATING	PARTICULARS
	(2 x 2)	(3)	(2)	()
	J. 18		¥j. Y	1 Numerical Rating per IPCR
				Supervisor/Head's assessment of his contribution towards attainment of office accomplishments
	.\$93 · }·	DATEAS JADISE	TOTALUM	
		<u> </u>	Alexandra A	Her Additional Points, if any TOTAL NUMERICAL RATING FEVAL RUMERICAL RATING ADJECTIVAL RATING Prepared for
		V. BANDÈ	MARLITO 1 Populment	Et VIRA B. GORRE Name of Staff
			DENN'S P. Dean, QFES	
		. BELONIAS at for instruction	l .	

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ELVIRA B. GORRE</u>, of the <u>INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>JANUARY</u> to <u>JUNE</u>, 2018.

ELVIRAB. GORRE

Approved:

MARLITO M. BANDE

MFO &				Actual		Ra	ting		
PAPs	Success Indicators	Tasks Assigned	Target	Accompl ishment	Q ¹	E ²	T³	A ⁴	Remarks
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	2	5	2	MSTREC & BSEM Info brochures
		Designs/lays-out posters	2	4	2	7	7	5	MSTREC & BSEM info posters
	Number of student activity printed materials	Designs/lays-out and prints programs, certificates, etc. for students' activities	10	38	z	2	7	7	Certificates of tree planting, recognitions; tribute program
MFO 4: EX	TENSION SERVICES								
Pl 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	2	2	7	WWF-Myanmar Learning Visit;
		Designs/lays-out streamers/backdrops As participant/facilitator/evhibitor		3	2	2	2	2	Seminar on Development & Mainstreaming of RF
PI 11	Number of trainings/fora/summit attended	As participant/facilitator/exhibitor	1	1	4	4	4	4	2 nd Phil Envi Summit
PI 3	Number of IEC materials designed/laid- out/printed/reprinted	Designs/lays-out posters/billboards/signages/markers/labels	2	83	2	2	2	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	2	2	Z	2	ITEEM annual reports 2015, 2016, 2017
MFO 5: SU	PPORT TO OPERATION SERVICES		-	<u> </u>					
ITEEM	Number of recorded users	Library users monitored	30	98	7	5	7	7	
MFO 6	Number of new reading materials recorded	New reading materials recorded and catalogued	10	50	7	2	2	Z	
	Number of hours/month monitoring conducted	Monitors the ITEEM main library	10	20	5	2	7	7	

individual performance commitment a review form (ipor)

LELVIZA B. GORRE, of the INSTITUTE OF TROPICAL ELOLOGY & ENVIROPMENTAL 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 IANUARY to JUNE, 2018.

Approved:

MARLITO M. BANDE

UNIT HEAD

MFO &				Accuse			Rading			
5444	Success Indicators	Testes Assigned	195167	fgalonsé — mean l et :-	<u> </u>	£ तर्	er !			edesee8
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0.19	Number of IEC metodals (esignodiald- culpainte/hapnoted	Oesigns/lays-out/prints/reprints information crockuras/fiyers, prospectes courses schedule/in-charge, course out/ines	Q#	3\1	Č	7	7.	,	! Z	seruntochi dim (ABSS) & CERTEN
	1	Designalitys outposters	2	3	• = 2d	7	7		7	- Setting old F1388 & D5878W
	Wentber of stade-it actively printed insertals	Decigns/lays-out and prints projectins certificates, etc. for students: activities	0 <i>t</i>	88	7.	7.	7		.7	Си пийстры of bree placeby. геоедийства интика этеция
MPO 4: EX	TENSION SERVICES									managan pagang membanan pendapat semalah selah s
219	Number of sels of training motentals prepared produced)	Designedays-out and prints invitation broutewes/flyers/ programs, nametage, certificates, attendance sheers	35	258	• 5.	Z	Z			WVF-Myanmar Lourney Visc.
		Designs/lays-out-streem-is/backgrups	ŗ	€	7	Z	7			Security on Cavelopment & Managhamid of PP
1119	Number of trainings/forc/summit attended	As participant/racilitation/exhibitor	1	i .	4	- -	1	•	+	27° Fill Envi Sannat
<u>ଃ /ସ</u>	Flumber of IEC materials designeditate out printedneprinted	Dosignalbys out posterabilbea.dolsigneges/marrenatabals	4°5 -2.	85	7	7.	₹ 5	7		Signargamengershabals for TEG projects use
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WEC B: SU	PPORT TO OPERATION SERVICES				The second of		range (se les elementes en les elementes e			The second secon
FEEM	Number of .= orded users.	Library users inonlicited.	06	68	7.	7	2. []	·	7	
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	Number of hours/month monitoring conducted	Wor Jord the ITEEM main library	01	GE.	7	7	7	, 📑		and a green property of the control

MFO &				Actual		Ra	ting		
PAPs	Success Indicators	Tasks Assigned	Target	Accompl ishment	Q¹	E ²	T³	A ⁴	Remarks
MFO 6: AD	MINISTRATIVE SUPPORT SERVICES						•		
Pl 1	Number of staff supervised and monitored	Monitors/supervised student assistants and accreditation staff	2	4	3	3	7	2	<u> </u>
PI 2	Number of meetings attended	Attends meetings by ITEEM and CFES	4	5	4	4	4	4	
PI 3	Number of documents prepared:	•				•			
PI 1 Num PI 2 Num PI 3 Num N N N N N N N N N N N N N N N N N N	Number of documents prepared for annual budget submitted to OVPAF & OVPI	Prepares documents for Annual Budget required by OVPAF and OVPI	1	2	2	2	5	2	
	Number of documents acted upon on time &	Monitors & acted official e-mails	30	90	5	2	5	5	
	monitored	Signs Internal Clearance	20	44	5	2	2	2	
		Checks folder file updates	20	45	3	2	5	2	
		Prepares appointments of core faculty and affiliates	6	15	S	2	3	5	
		Prepares appointments for project/study/component leaders	10	21	3	2	2	3	
		Prepares Faculty Workloads: Projected, Actual and Individual	3	7	7	3	2	2	
		Prepares certification issued to clients	2	20	2	5	2	7	
		Prepares letters/notices/memoranda	5	12	5	2	3	2	
		Prepares overtime requests for staff	1	2	7	7	7	3	
		Prepares overtime reports	1	2		5	2	2	
		Prepares OPCR and IPCR targets and accomplishments	3	8	2	5	2	2	
		Consolidates and packages all ITEEM personnel's IPCR and its attachments	1	2	2	2	2	2	
	Number of documents filed & retrieved within	Manually files documents	25	70	2	5	2	5	
	3-5 minutes	Electronically files documents	150	450	7	5	5	\$	
		Backs-up CDs of e-files/data	30	100	5	5	5	2	
	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	3	5	2	2	COE Washington accord, AACCUP 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	3	2	2	2	COE Washington accord, AACCUP 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	2	Citizen's charter posted conspicuously

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PAPs	Success Indicators	Tasks Assigned	Target	Accompi ishment	Q¹	E ²	T³	A ⁴	Remarks
PI 13	Zero per cent complaint from clients served	As desktop publisher, training facilitator and as a general public servant	90%	100%	5	3	5	5	
	TOTAL OV	ERALL RATING			175	175	175	175	

Average Rating (Total Over-all rating divided by 4)	4.84	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		***************************************
FINAL RATING	4.86	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose: of the historie's needs even buyout offered fine

Evaluated & rated by:	Recommending Approval:	Approved:
MARLITO M. BANDE	DENNIS P PEQUE	BEATRIZ S. BELONIAS
DIRECTOR, ITEEM	DEAN, CFES	VICE-PRESIDENT FOR INSTRUCTION
DATE	DATE	DATE

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average *

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EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : <u>JANUARY - JUNE 2018</u>

		•		
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)		(Scal	9	
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	6	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	6	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	ග	4	3	2	1
12.	Willing to be trained and developed	(5)	4	3	2	1
	Total Score	($\overline{\omega}$			

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Right Server JANUARY JUNE 1949

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	Leadership & Management (For supervisors only to be rated by higher supervisor)		(Scal	9	
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	recommen	dation
Otolali		uuuvii

e makes self available and demonstrates sensitivity of the Institute's needs even beyond afficial time.

MARLIFO M. BANDE Name of Head

	Ę	 ::506	}		E. Leadership & Management (For supervisors only to be rafed by higher supervisor)
	2	3	Ì.	5	 Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher experiors
ì	2	£	4	5	2. Visionary and creative to draw strategic and specific plans and targets of the ortice/department stigned to their of the overall plans of the university.
	2 !	S	4	3	 innovates for the purpose of improving efficiency and effectiveness of the operational processos and functions of the department/pifice for further sudstaction of clients.
1	2	ε	ţ.	3	 Accepis accountability for the overall performance and in delivering the output acquired of his/her unit.
A.,	2	3	Þ	a	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
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Overall recommendation

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MARLITO SC SANDE Mane of Head

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.

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.

Prepared by:

Training on Layouting and Web Page Designing.

Final Step/

Recommendation:

Conformé! Ervina B. Gonne

MARLITO M. BANDE Unit Head

Employee Developinest Plan

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Prepared by:

MARING N. RANK Unit Hold

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