



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: CAPIN, ORLAN C.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards the attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING : 4.84
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.84
ADJECTIVAL RATING : OUTSTANDING

Prepared by:


ORLAN C. CAPIN

Admin. Aide III (Lab. Tech./Tilapia
Hatchery In-Charge), 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"

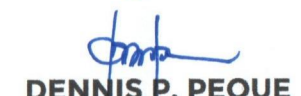
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ORLAN C. CAPIN, Administrative Aide III (Lab.Tech.), 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 JANUARY to JUNE, 2023.


ORLAN C. CAPIN
RATEE

Approved:


ELIZA D. ESPINOSA
DIRECTOR, ITEEM


DENNIS P. PEQUE
DEAN, CFES

MFO No.	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	E	T	A	
MFO 4: EXTENSION SERVICES (10%)										
	PI 11. Other Outputs	Percentage of good quality broodstock of tilapia as a result of effective hatchery management	Conducts efficient regular maintenance of the Hatchery for Tilapia production	70%	100%	5 J	5 J	5 J	5 J	
MFO 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*	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 functions as support staff	0% non-conformity	100% compliant	5 J	5 J	5 J	5 J	
		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 J	5 J	5 J	5 J	

MFO No.	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	E	T	A	
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	PI 2. Customer-friendly frontline services	Zero percent complaint from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	PI 5. Attendance to monthly/special staff meetings	Number of monthly staff meetings attended	Attends meetings by ITEEM and CFES	1	2	5	5	5	5	
	PI 9. Preparation of documents for processing	Number of documents prepared:								
		Number of documents for travel of personnel prepared and acted	Prepares Trip tickets and Travel Orders	-	1	4	4	4	4	
		Number of outgoing documents/communications recorded and forwarded to concerned offices and/or processed	Meticulously disseminates/forwards to other units, and/or processes documents, and follows-up status	20+	45	5	5	4	4.67	
	PI 12. Effectiveness in responding/relaying of official calls/messages	Percent promptness and effectiveness in answering/responding, acting, and/or relaying messages thru any platforms	Promptly answers/responds/acts and/or relays all official communications/messages thru any platforms	90%	100%	5	5	4	4.67	
	PI 13. Diving tasks conducted in assistance to the instruction, research, and extension functions of the Institute	Number of diving tasks conducted	SCUBA dives to assist in the instruction, research, and extension activities of the Aquatic Ecosystems Division of the Institute	4	5	5	5	5	5	
	PI 14. SCUBA tanks refilling	Number of SCUBA tanks re-filled for research and extension use	Safely refills SCUBA tanks for research and extension activities	10	25	5	5	5	5	
	PI 16. Maintaining the functionality of office and lab equipment assigned	Percentage of the functionality of office/lab equipment monitored and maintained	Takes charge on the maintenance/management of the Marine Laboratory equipment and other facilities	90%	100%	5	5	5	5	

MFO No.	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	E	T	A	
	PI 17. Cleanliness and tidiness of rooms/offices and surroundings of ITEEM Marine Laboratory	Percentage of cleaning conducted daily	Conducts daily cleaning of the ITEEM Marine Laboratory rooms/offices and surroundings, and meticulously maintains its tidiness	90%	100%	5	5	5	5	
	PI 19. Conducting daily safety and cautious inspection of the office before closing	Zero reports and/or claims on the negligence of office's safety	Ensures the safety of the laboratory and offices after office hours	No reports/claims received	No reports/claims received	5	5	5	5	
Total Overall Rating						4.92	4.92	4.77	4.87	

Average Rating (Total Overall rating divided by 4)	19.49	4.87
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.87
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:
<i>Shy to take on other responsibilities. Needs more social training skills.</i>

Evaluated & rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

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: ORLAN C. CAPIN

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.	Provides customer-friendly services and assistance	Customer-friendly services	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	
2.	Prepares travel documents for AED	Documents prepared	Jan 1, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfactory	Very much improved
3.	Meticulously disseminates/forwards to other units, and/or processes documents, and follows-up status	Documents forwarded accordingly	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	
4.	Promptly answers/responses/acts and/or relays daily all official communications/messages in any format	Information relayed and action taken	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Very Satisfactory	Very much improved
5.	SCUBA dives to assist in the CRM, artificial reef monitoring in the 5 th district of Leyte, and other research and extension activities of the AED	Safe SCUBA diving conducted, and research data needed, acquired	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Exceptional
6.	Safely refills SCUBA tanks for research and extension activities	SCUBA tanks refilled, safely	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	Exceptional
7.	Assists in photocopying of official documents	Performs photocopying on time whenever needed	Jan 1, 2023	June 30, 2023	June 30, 2023	Impressive	Very Satisfactory	
8.	Takes charge of the maintenance/management of the Marine Laboratory equipment and other facilities	Equipment and facilities functional at all times	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Very Satisfactory	Submit any status report frequently
9.	Conducts daily cleaning of the ITEEM Marine Laboratory rooms/offices and surroundings, and meticulously maintains its tidiness	Cleanliness of the laboratory is maintained	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Very Satisfactory	Include all rooms inside the building
10.	Ensures the safety of the laboratory and offices after office hours	Safety of the building is 100% assured	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Outstanding	

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
11.	Actively participates in the institute's monthly and emergency meetings	Attendance at the meetings	Jan 1, 2023	June 30, 2023	June 30, 2023	Very Impressive	Very Satisfactory	Self-confidence is very much improved

*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	ORLAN C. CAPIN

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 Area VIII (Physical Plant and Facilities) and Area IX (Laboratories) for BSES and MSTREC programs
	As needed				<ul style="list-style-type: none">Follow up status and maintenance on the hatchery for tilapia production.Follow up maintenance of SCUBA equipmentFollow up attendance to important webinar trainings
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 III

Name of Staff: CAPIN, ORLAN C.


(Lab.Tech./Tilapia Hatchery In-Charge)

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		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: <i>Improve record keeping of all the Marine Lab equipment and other facilities.</i>						


ELIZA D. ESPINOSA
 Printed Name and Signature
 Head of Office

Employee Development Plan

NAME OF EMPLOYEE	ORLAN C. CAPIN
PERFORMANCE RATING	
AIM	To acquire full knowledge and capabilities on the maintenance of laboratory equipment used in the conduct of instruction, research and extension functions of the Institute.

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

Date: January 2023

Target Date: February 2023

First Step: One-on-one discussion on handling laboratory equipment, being one of his major responsibilities in the Institute. For him to scout in the internet the possibilities where he can undergo the skills training as laboratory technician was discussed.

Result: Agreed to recommend Mr. Capin for a laboratory technician's training to enhance his knowledge and capabilities on the care and maintenance of laboratory equipment. In addition, to undergo in-house training on clerical works.

Date: February 2023

Target Date: September 2023

Next Step: Submit a letter request to send Mr. Capin for a laboratory technician's training to enhance his knowledge and capabilities on the care and maintenance of laboratory equipment.

Outcome: Eligibility as laboratory technician fully-knowledgeable and capable of handling for the care and maintenance of all laboratory equipment of the Institute.

Final Step/
Recommendation: Scholarship grant and approval from the scholarship committee to attend a training for laboratory technician.

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:


ORLAN C. CAPIN
Ratee