EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

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

Name of Staff ARTURO S. BASTASA

Position ADMINISTRATIVE AIDE I

PARTICULARS	NUMERICAL RATING	PERCENTAGE WEIGHT	EQUIVALENT NUMERICAL RATING
(1)	(2)	(3)	(2 x 3)
Numerical Rating per IPCR	4.45	70%	3.115
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.916	30%	1.175
	4.289		

EQUIVALENT NUMERICAL RATING: 4.289

Add: Additional Points, if any

TOTAL NUMERICAL RATING : 4.289

FINAL NUMERICAL RATING

4.289

ADJECTIVAL RATING

Very Safifactory

Prepared by:

AŘTÚRO S. BASTASA

Name of Staff

Reviewed by:

MARLITO M. BANDE

Department/Office Head

Recommending Approval:

DENNI\$ P. PEQUE

Dean, CFE\$

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

Computation of Final Individual Rading for Administrative Staff

Raing Pedod: JANUARY -JUNE 2018

Name of Staff ARTURO S. BASTASA

Position ADMINISTRATIVE AIDEL

			1	
(6)	COUIVALENT NO PERIOAL RATIN	PEROENTAGE WEIGHT	NUMERICAL RATING	FARTHOULARS
İ	(6 x 2)	(3)	(5)	
		o jet		1. Numerical Rating per IPCR
Mary services of the Continue		EN	WP.	2. Supervisor/fead's assessment of his contribution rowards etailment of office accomplishments
	P72.	OMETAN JAMIN	en en de ever	

BOUTVALENT NUMERICAL KATING:

Additional Points, if may

TOTAL NUMERICAL RATING:

INAL NUMERICAL RATING:

ADJECTIVAL KATING:

:

dhounings

ARTUROS BASTASA Namo of Sign

Posteriother

MARLITO M. BANDE Department/Office Head

Recommending Approval:

DENNISÉ, PEQUE Dean, CEES

Poacacht.

3FATRUZ S. **3**ELONIAS Vice-P**res**ident for instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARTURO S. BASTASA, 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.

ARTURO S. BASTASA RATEE

Approved:

				ACTUAL		RA	ring		
MFO & PAPS	RAL ADMINISTRATION AND SUPPORT SERVICES Number of meetings attended Attends meetings by ITEEM and CFES Documents processed: Number of documents (outgoing communications) forwarded/disseminated Number of claims & other documents Processes/follows-up claims (DVs, PRs, Trip Tickets, TOs		TARGET	ACCOMPLI SHMENT	Q1	E ²	T ³	A ⁴	REMARKS
MFO 6: GENERAL	ADMINISTRATION AND SUPPORT SERVICES								
PI 2	Number of meetings attended	Attends meetings by ITEEM and CFES	5	6	4	4	4	4	
PI 3	Documents processed:								
		Disseminates/forwards documents to offices	150	190	4	4	4	4	
	Number of claims & other documents processed and followed up	Processes/follows-up claims (DVs, PRs, Trip Tickets, TOs, etc.) & other documents	100	208	5	5	5	5	
	Number of documents recorded	Records incoming/outgoing documents	150	216	4	4	4	4	
PI 4	Academic lecture/laboratory rooms maintained:						-	,	
	Number of cleanings of offices, laboratories and its surroundings conducted	Maintains the cleanliness and orderliness of the ITEEM offices and its surroundings	125	211	5	2	5	5	
	Number of inspection for safety conducted	Ensures the safety of the laboratory and offices after office hours	125	254	5	2	5	5	
	Number of cleanings of laboratory glasswares & other materials conducted	Maintains the cleanliness of laboratory glasswares and other materials used by students and staff	125	194	4	4	4	4	
PI 15	Zero per cent complaints from clients served	As utility/messenger	80%	90%	4	4	4	4	
Additional accomplishments:	Number of SCUBA tanks refilled & maintained	Refills SCUBA diving tanks	75	205	ত	2	2	2	
	Number of manuals and reports soft/ring bound	Soft/ring binds manuals and reports	15	42	4	4	4	4	**
Additional	Number of copies of documents photocopied	Photocopy documents	500	1,500	3	2	5	5	
	PI 4 Academic lecture/laboratory rooms maintained: Number of cleanings of offices, laboratories and its surroundings conducted Maintains the cleanliness and orderliness of the ITEEM offices and its surroundings				49	49	49	49	

Average Rating (Total Over-all rating divided by 4)	4.45	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.45	
ADJECTIVAL RATING	Very Statisfactory	

Comments & Recommendations for Development Purpose:

Should keep records of his work (incoming/outgoing documents) which is easily retrievable when needed

Evaluated & rated by:	Recommending Approval:	Approved:
m		(XI) i
MARLITO M. BANDE	DENNI\$ P PEQUE	BEATRIZ/S. BELONIAS
DIRECTOR, ITEEM	DEAN, CFES	VICE-PRESIDENT FOR INSTRUCTION
		·
DATE	DATE	DATE

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

3TAC		ETAG	TATE
	Proprieta and the second of		
TO SERVICE STREET		DE ST. DENG	VIOUS EXHIBITIONS AND AND TRAINED TO TO THE
C BOWAR IN OTLIAM		DEVIAL PROPE	BUATKIN S. BELOKINS
A Company of the Comp		The state of the s	等 ラ ク・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・
VO Defends & Defends VIII	leffinooey	TEVOLGGA PRINCIPER	Virbiconed:
			•
	(\$00.5) (10.0) (\$0.0)	41 (man) - 1 (ma	
THE PERSON AND ADDRESS OF THE PERSON AND THE PERSON	The second secon		
GMTAR JAMP	4.4		
(Isverage to yaco nitw) stried lenotifob A bevorage.		isting (dissourced	The course of the contraction of the property of the course of the cours
Purchally		> 300 To 100 To	Syptom for a second of the source transmit of the second second
/adhoral Poins:			
(A yd beblyib grifei lle-tevO laioT) grifaff egsnevA	+++++++++++++++++++++++++++++++++++++++	Comments & Recommendations to: Development Purpose	as for Development Primase.
and the second s	The state of the s	**************************************	1971 - 1972 - 197

1 - Quelly 2 - Efficiency 3 - Timeliness 4 - Avolage

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

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

Name of Staff	ARTURO S. BASTASA	Position	ADMINISTRATIVE AIDE I

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

Α.	Commitment (both for subordinates and supervisors)			Scale	Э	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	1	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	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	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
	Total Score	3	.0	114	•	

instruction of Performance Eductiveness of Admistralive Staff Resid Performance Light 2018

					74
A2-	J344	3.54	Hillian .	THE C	Name of

Position ADMINISTEATIVE ALDER

MISTRUCTION TO SUPERLYING IN Places evaluate the effectiveness of your subposition to confining lowers stainers of the cells and larges of your department of the place and the cells and larges of your department of the place of the cells and the cells are the your rules.

						Califarius Descriptos	Cascriptive Patricy	- Siece-
						The partengence alignst always exceeds the job required performance outputs which always results to best practice of exceptional role model.	Octstanding	3
_			8	ine	าเอา	Tine, percare a meets and offer exceeds file jub logu	Very Satisficion	
						Tip performant or ests jub requirements	Satisfactory	ε
	.,	3	30 19 1	118"	1/31	The performance reseds some dover present to meet job	1991 199	
,						The revigeer do then of all all and the second of the second of all all all all all all all all all al		
				11.5				ولينا فأجرانك
			JED:			mordineirs ear steam of	attract (bed for st	
		(C	3		ni eons hogae a lastal els as lon tim abannatinero d galo awar en galiniti en sa cita esta esta esta esta esta esta esta es		
			٩	Þ	3	e de la	o of aldolisyn-lies as	12 11
				l		والمسافية والمعقولا والمناز والمناز والمعاوي والمسورون والمناز والمساوية والمناز والمن	Paragrama de la compansión	
3 Subgrite urgen from contras reports equilibred by highly office alignments and as COURTS to the COURT Nether Production against according within the specific of the specific of the specific overtigon which exists without predictions by recording overtigon which exists without predictions by recording overtigon which exists without predictions and the specific of								
	1	\$	e			cas his per chaire of the pinde is get and deligent.	is a horocea lis erg is engled on wyou	
5. Consume the result sense to be not attain the targets of nicher of se by assisting the conformal assignant asks.								
[ت	rien. Line essa eminye privine nost airan'i sarih us		إخر خورد
-		_ (E	N. I		1.4.	्रेतिक स्वाक्षा स्वाक्ष्य कर्मा स्वाक्ष्य स्वाक्ष्य स्वाक्ष्य स्वाक्ष्य स्वाक्ष्य स्वाक्ष्य स्वाक्ष्य स्वाक्ष्य	नार हिर्मित स्माप्त है जिस्स	1057
	1		1		6	ot iso work watch is easily reinevable when needed.) Partoge (Hamilon), et	(ee;
		<u>.</u>	í.	0	: - 2	thar improve nor work and therefore; and the office to		go (/ lo ati
		Ţ	Ç	4	0	sealigned by line hend of by higher offices even if the to this position but officed lowerds the alteinment of time.		
		•	8	(1)	7.	uting lean periods of periods by consouring functions. Its Act a pest subcide frat furings increase effectiveness or of chartes.		C 51.
		Ç	10	C		a and ceals to suggestions and innovations for accomplichment	ges gajec'ive criscus Svergedi of his y sag	
	<u> </u>	(ξ.	1) 5	Control of the contro	ing to be trained and	12. Willer

	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	3.914				

Overall recommendation

: Shorld keep records of the incoming/outgoing documents which are ensity retrievable when recker; should recept accountability when documents are boxt.

MARLITO M. BANDE Name of Head

Sosie.					Ellesderrich & Maneyanout (For supervisors only to be rated by higher supervisor)		
	2	ŝ	4	13	Demonstrates raestery and expertise in all areas of work to gain frust, respect and confidence from subordinates and that of higher superiors	1.	
Î	2	3	Å.	5	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.	2.	
	S	C)	Å.	73	Innovates for the purpose of improving officiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	8	
1	2	3	ŧγ	7.	Accepts accountability for the overall performance and in delivering the output required of this her unit	. \$2	
	2	દ	Ą	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	3	
					Froial Score		
100			. 8		Average Score		

recommendation	Overell
CONTRACTOR AND AMERICA	1160 140 1 CO

Browning give fresholdered of the street was highly:

Alone of the street with the street was filled.

The one therewere was filled browning represent

MARELITO W. BANDE Name of Head

EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	ARTURO S. BASTASA
PERFORMANCE RATING	VERY SATISFACTORY

		To improve his interpersonal skills and work ethics particularly on record keeping
		(maintaining daily logbook transaction) of documents to avoid unnecessary lost.

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 improve record keeping.

Result:

No improvement was observed in fact important documents (i.e., appointments) were lost.

Date: April 2019

Target Date:

June 2019

Next Step:

Request to send Mr. Bastasa to participate on interpersonal skill and record keeping

training.

Outcome:

Developed Mr. Bastasa's interpersonal skills in order to foster strong working

relationships with colleagues and clients that will contribute to increasing team and

organizational productivity.

Final Step/

Training on Interpersonal Skills and Proper Record Keeping

Recommendation:

Prepared by:

MARLITO M. BANDE

Unit Head

Employee Devolution of the City

NAME OF EMPLOYEE ARTUROS, BASTASA PERFORMANCE VER V SATISPACIONY RATING To improve his interpersonal skills and work arbics panicularly on record lessing (mainwining daily (rightoos fithis action) of documents to action timeors any local Proposed in acycliffors to improve performance and $\langle \phi \rangle$ competence and qualification to assume higher responsibilities: August 15, 2018 Date: Farged Dute: December 31, 2013 First Stept One-one discussion on here to impute a record keeping Posulti No improvement was observed in fact improvent documents (i.e., specialments) PIOC Emple 1918 Target Dorot June 2019 Next Step. Request to seno Mr. Basiesa to nenticipate on imergerschal stell and record secting Developed Mr. Ensural's interpendent fixills in order to fester strong verking Cateometr charlocraps with acticagues and cleant, that will commune to increasing ream and organizational productivity Training on interpersonal Skills and Proper Report & comig-Final Step Recumentation

Prepared by:

MARKETTO MERCARE Cial Head