



EXHIBIT 9

Computation of Final Individual Rating for Administrative Staff

Rating Period : JANUARY - JUNE 2018

Name of Staff		Position		ADMINISTRATIVE AID I	
PARTICULARS		NUMERICAL RATING	PERCENTAGE WEIGHT	EQUIVALENT NUMERICAL RATING	
(1)		(2)	(3)	(4)	
1. Numerical Rating per PCR		4.40	30%	1.32	
2. Supervisor's assessment of his contribution towards attainment of office accomplishments		3.90	30%	1.17	
TOTAL NUMERICAL RATING				2.49	

ADJECTIVAL RATING	4.00
FINAL NUMERICAL RATING	4.00
TOTAL NUMERICAL RATING	4.00
Add. Additional Points if any	0.00
EQUIVALENT NUMERICAL RATING	4.00

MARTINO M. BANDO  
Department Office Head

Recommended by Department

DEAN CESAR B. BANGS  
Dean, CES

BEATRIZ S. BELONIAS  
Vice-President for Extension

ARTURO S. BASTASA  
Name of Staff

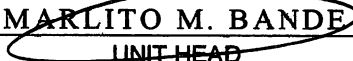
Approved by

**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:

  
**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 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:								
	Number of documents (outgoing communications) forwarded/disseminated	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	5	5	5	
	Number of inspection for safety conducted	Ensures the safety of the laboratory and offices after office hours	125	254	5	5	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	5	5	5	5	
	Number of manuals and reports soft/ring bound	Soft/ring binds manuals and reports	15	42	4	4	4	4	
	Number of copies of documents photocopied	Photocopy documents	500	1,500	5	5	5	5	
TOTAL OVERALL RATING					44	44	44	44	

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 Satisfactory	


Comments & Recommendations for Development Purpose:

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

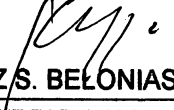
Evaluated & rated by:

  
**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



## EXHIBIT O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JANUARY – JUNE 2018

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

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		3.916				

Assessment of Performance Effectiveness of Administrative Staff

Period: JANUARY - JUNE 2018

Position: ADMINISTRATIVE AIDE I

Name of Staff: ARTURO S. RABASA

INSTRUCTION TO SUPERVISOR: Please evaluate the effectiveness of your subordinate in performing towards attainment of the following targets or responsibilities during the period indicated. Circle the number that best describes your rating.

Rating	Qualitative Description	Scale
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.	5
4	Very Satisfactory The performance meets and often exceeds the job requirements.	4
3	Satisfactory The performance meets job requirements.	3
2	Fair The performance needs some development to meet job requirements.	2
1	Poor The staff fails to meet job requirement.	1

Qualitative Description	Scale
1. Demonstrates sensitivity to client's needs and makes the latter a top priority in conducting business with the office. (1-5)	3
2. Makes self available to clients and staff in the office. (1-5)	4
3. Handles urgent non-routine report submitted by other offices/agencies such as CHED, LRM, CDO, DOST, MTRC, PRC, and other regulatory agencies within the office. (1-5)	3
4. Assumes full responsibility for the handling of the official letter and delivery of output within the prescribed time. (1-5)	4
5. Performs responsibility to help obtain the papers of new or office by assisting employees. (1-5)	4
6. Performs responsibility to assist in the processing of new or office by assisting employees. (1-5)	4
7. Keeps accurate records of her work which is easily retrievable when needed. (1-5)	4
8. Develops new ways to improve her work and the service to the office. (1-5)	4
9. Accepts additional work assigned by the head of the office even if the assignment is not related to his position but still towards the attainment of the functions of the unit. (1-5)	4
10. Maintains office hours during lunch hours by performing non-routine functions. (1-5)	4
11. Accepts objective criticism and reacts to suggestions and innovations for improvement of his/her accomplishment. (1-5)	4
12. Willing to be trained and developed. (1-5)	4
Total Score	36

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	3.9/6				

Overall recommendation : Should keep records of the incoming/outgoing documents which are easily retrievable when needed; should accept accountability when documents are lost.

  
**MARLITO M. BANDE**  
(Name of Head)



Themenkomplex: Allgemeine Pathologie, Zellphysiologie und Zelluläre Immunologie : Immunsystem und Infektionskrankheiten

THAG IN CHIEF  
back to work

**EXHIBIT L**

**Employee Development Plan**

NAME OF EMPLOYEE	ARTURO S. BASTASA
PERFORMANCE RATING	VERY SATISFACTORY

AIM	To improve his interpersonal skills and work ethics particularly on record keeping (maintaining daily logbook transaction) of documents to avoid unnecessary lost.
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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 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/ Recommendation: Training on Interpersonal Skills and Proper Record Keeping

Confirmed:  
  
ARTURO S. BASTASA

Prepared by:

  
**MARLITO M. BANDE**  
Unit Head



Employee Development Plan

NAME OF EMPLOYEE	ARTURO S. BASTASA
PERFORMANCE RATING	VERY SATISFACTORY
AIM	To improve his interpersonal skills and work ethics particularly on record keeping (maintaining daily logbook transaction) of documents to avoid unnecessary loss.
Proposed interventions to improve performance and qualification to assume higher responsibilities	
Date	August 12, 2012
Target Date	December 31, 2012
First Step	One-on-one discussion on how to improve record keeping
Result	No improvement was observed in last important documents (i.e., appointments) were lost.
Date	April 2013
Target Date	June 2013
Next Step	Request to some Mr. Bernal to trainings on interpersonal skill and record keeping training.
Outcome	Developed Mr. Bernal'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	

MARTINO M. BASTASA  
Unit Head