



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: AURE, CALEXTRO O.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING : 4.76

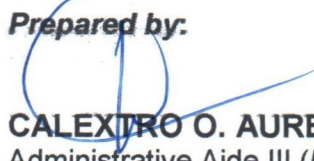
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING :

FINAL NUMERICAL RATING : 4.76

ADJECTIVAL RATING : OUTSTANDING

Prepared by:


CALEXTRO O. AURE
Administrative Aide III (Driver)
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

"Exhibit B"

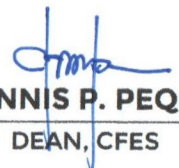
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CALEXTRO O. AURE, Administrative Aide III (Driver), 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 July to December, 2021.


CALEXTRO O. AURE
RATEE

Approved:


ELIZA D. ESPINOSA
DIRECTOR, ITEEM


DENNIS P. PEQUE
DEAN, CFES

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	PI 2. Zero per cent complaint from clients served	Zero per cent complaint from clients served	Provides customer-friendly services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	PI 5. Number of monthly staff meetings attended	Number of monthly staff meetings attended	Attends meetings by ITEEM and CFES	-	2	4	4	4	4	ITEEM monthly staff meetings
	Driving tasks completed	Number of driving tasks completed	Drives official university vehicle(s) on official travels <u>outside VSU main campus</u>	15	22	5	5	5	5	
			Drives official university vehicle(s) <u>within VSU main campus</u> during official activities	10	30	5	5	5	5	

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		Additional Outputs:								
		Number of maintenance on assigned vehicle conducted	Conducts maintenance on assigned vehicle to assure a safe travel at all times	7	9	✓	✓	✓	✓	
		Number of assistance conducted for the period	Assists in the RF nursery works (bagging, repotting, cleaning the area, hauling of materials) of ITEEM-TED	4	11	✓	4	4	4.33	
	TOTAL OVERALL RATING									

Average Rating (Total Over-all rating divided by 4)	19.05	4.76
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
Keep up the good work!

Evaluated & rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

1/13/22
DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

1/15/22
DATE

Approved:

BEATRIZ S. BELONIASVICE-PRESIDENT FOR ACADEMIC
AFFAIRS2/28/22
DATE

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

"EXHIBIT I"

Performance Monitoring Form

NAME OF EMPLOYEE: CALEXTRO O. AURE

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.	Drives official university vehicle(s) on official travels outside VSU main campus	The purpose of the trip is safely and reliably completed	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Keep up the good performance of your driving
2.	Drives official university vehicle(s) within VSU main campus during official activities	The purpose of the trip is safely and reliably completed	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	
3.	Maintains (washing, cleaning, tire replacement, etc.) the assigned vehicle	The vehicle is maintained and roadworthy	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Keep up the good work.
4.	Assists in RF nursery works (bagging, repotting, cleaning the area, hauling of planting materials)	Boosted the nursery activities	July 1, 2021	December 31, 2021	December 31, 2021	Very Impressive	Outstanding	Continue helping the RF activities if no official travels outside VSU
5.	Attends meetings at ITEEM and CFES	Attendance to the meeting	July 1, 2021	December 31, 2021	December 31, 2021	Very Impressive	Very satisfactory	Much improved attendance

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ELIZA D. ESPINOSA
Immediate Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2021

Position: ADMINISTRATIVE AIDE III

Name of Staff: AUREO, CALEXTRO O.

(Driver)

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		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		√7				
Average Score		4.75				

Overall recommendation:

Always keep the hard work for the good of the Institute.

ELIZA D. ESPINOSA

Printed Name and Signature
Head of Office

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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VO 11-12-2021

No. 297

"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 FACULTY	CALEXTRO O. AURE

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 7 & Aug. 2, 2021		Notice of meeting	Submission of IPCR 2021 (Jan-June) accomplishment for OPCR 2021 (Jan-June 2021) consolidation of accomplishments
		Nov. 24, 2021		Notice of meeting	Set deadlines for some outputs to be submitted: a. OPCR/IPCR Accomplishments (July to December 2021) – Dec. 9-10, 2021 b. OPCR/IPCR Targets (January to December 2022) – Dec. 20-21, 2021 c. Updated PDS, CV, PDF – Jan. 10, 2022
		Dec. 9, 2021		Notice of meeting	Follow up submission of IPCR output (July to December 2021) for OPCR consolidation of accomplishment & submission to CFES Dean for evaluation
	As need arises				Follow up conducts of vehicle (CANTER) maintenance to assure safe travels within and outside VSU main campus
COACHING		Nov. 24, 2021		Notice of meeting	Cascading of the 3 rd IQA Reports (Non-conformity Reports, General Observations & List of Opportunities for Improvement: a. Ensures to file updated PDF/PDS; and b. Show proof of attendance to every ISO Awareness attended

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, College of Forestry & Environmental
Science (CFES)