



EXHIBIT 9

Computation of Final Individual Rating for Administrative Staff

Rating Period : JULY - DECEMBER 2018

Position ADMINISTRATIVE ADEI

Name of Staff ARTURO S. BASTASA

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3) (4)
1. Financial Rating per PCR	4.82	70	3.374
2. Supervisor's assessment of his contribution towards attainment of office accomplishments	4.50	30	1.350
TOTAL NUMERICAL RATING			4.724

ADDITIONAL RATING :  
Final Numerical Rating : 4.724  
Total Numerical Rating : 4.724  
Additional Points if any :  
Equivalent Numerical Rating : 4.724

MARLITO M. BANDA  
Department Office Head

Accounting Department

DENNIS P. BEQUE  
Denn. CRBS

Approved

BEATRIZ S. BELLONIAS  
Vice-President for Instruction

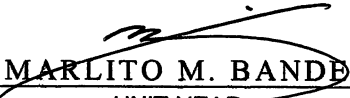
ARTURO S. BASTASA  
Name of Staff

**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 JULY to DECEMBER, 2018.

  
**ARTURO S. BASTASA**  
 RATEE

Approved:

  
**MARLITO M. BANDO**  
 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	5	4	4	4	4	
PI 3	Documents processed:								
	Number of documents (outgoing communications) forwarded/disseminated	Disseminates/forwards documents to offices	150	180	5	5	5	5	
	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	225	5	5	5	5	
PI 4	Academic lecture/laboratory rooms maintained:			145					
	Number of cleanings of offices, laboratories and its surroundings conducted	Maintains the cleanliness and orderliness of the ITEEM offices and its surroundings	125	145	5	5	5	5	
	Number of inspection for safety conducted	Ensures the safety of the laboratory and offices after office hours	125	145	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	140	5	5	5	5	
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	130	5	5	5	5	
	Number of manuals and reports soft/ring bound	Soft/ring binds manuals and reports	15	35	5	5	5	5	
	Number of copies of documents photocopied	Photocopy documents	500	1,200	5	5	5	5	
TOTAL OVERALL RATING					4.82	4.82	4.82	4.82	

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UNIT HEAD

THEATRE & COUNTRY  
BETAS

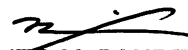
INFO & PAPS	SUCCESS INDICATORS	TASK ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	Q1	Q2	Q3	Q4	REMARKS
INFO 8: GENERAL ADMINISTRATION AND SUPPORT SERVICES									
PI 1	Number of meetings attended	Attends meetings by ITEM and CHSS	5	5	5	5	5	5	
PI 2	Documents processed								
	Number of documents (including communications) forwarded/processed	Discusses/forwards documents to offices	150	150	3	2	7	2	
	Number of claims & other documents processed and followed up	Processes follow-up claims (File PRR, TSP, etc.) & other documents	400	308	3	7	2	2	
	Number of documents received	Receives incoming/forwarding documents	150	235	2	2	2	2	
PI 4	Access to information rooms maintained			140					
	Number of cleaning of offices, restrooms and its surroundings conducted	Maintains the cleanliness and orderliness of the ITEM offices and its surroundings	125	145	2	2	2	2	
	Number of inspection for safety conducted	Insures the safety of the laboratory and offices after office hours	125	148	2	2	2	2	
	Number of cleaning of laboratory glassware & other materials conducted	Maintains the cleanliness of laboratory glassware and other materials used by students and staff	125	140	2	2	2	2	
PI 5	Zero percent complaint from clients served	As duty/manager	50%	10%	1	4	4	4	
Accomplishment	Number of SCUBA tanks refilled & maintained	Refills SCUBA diving tanks	75	100	2	2	2	2	
	Number of manuals and reports submitted	Submitting final reports and manuals	15	30	2	2	2	2	
	Number of copies of documents photocopied	Photocopy documents	500	1,200	2	2	2	2	
TOTAL OVERALL RATING									
					4.5	4.5	4.5	4.5	4.5

Average Rating (Total Over-all rating divided by 4)		4.82
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.82
ADJECTIVAL RATING		Outstanding

Comments &amp; Recommendations for Development Purpose:


Should undergo interpersonal skills and proper  
record keeping training

Evaluated &amp; rated by:

  
MARLITO M. BANDE  
DIRECTOR, ITEEM

24 January 2019  
DATE

Recommending Approval:

  
DENNIS P. PEQUE  
DEAN, OFES

1/31/19  
DATE

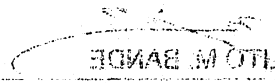
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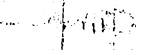
  
BEATRIZ S. BELONIAS  
VICE-PRESIDENT FOR INSTRUCTION


DATE

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

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

Evaluated & rated by:  
  
 MARLITO M. BANDO  
 DIRECTOR, ITEM  
 DATE: 11/11/11

Recommending Approval:  
  
 DENNIS P. ROQUE  
 DEAN, CESS  
 DATE: 11/11/11

Approved:  
  
 BEATRIZ S. HELONIAS  
 ASST. REGISTRAR FOR INSTRUCTION  
 DATE: 11/11/11

ADJECTIVAL RATING		
FINAL RATING	4.82	
Approved Additional points (with copy of approval)		
Functionality		
Additional Points:		
Average Rating (Total Over-all rating divided by 4)	4.82	

Comments & Recommendations for Developmental Purpose:

Should improve information skills and paper  
 record keeping function

## EXHIBIT O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – DECEMBER 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	54				

# EXHIBIT B

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 2019

Position: ADMINISTRATIVE AIDE I

Name of Staff: ARTURO S. CASTAÑA

INSTRUCTION TO SUPERVISOR: Please evaluate the effectiveness of your subordinate in carrying out his/her assigned duties of your department/office using the scale below. Circle the number that best describes your rating.

Scale	Qualitative Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always result 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 clients' needs and makes his/her a experience in transacting business with the office in a timely and courteous manner.	5	4	3	2	1	
2.	Makes self available to clients even beyond official time.	5	4	3	2	1	
3.	Submits urgent non-office records required by higher offices/agencies such as CHED, DBM, CSC, DOH, 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 tasks 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.	Proactively reports to work on time and in good attire/ dress, and is always 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 reviewed 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 his/her superior 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 clients.	5	4	3	2	1	
11.	Adopts objective criticism 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		20					



B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
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					

N/A

Overall recommendation : Should undergo basic training on interpersonal skills and proper record keeping

MARLITO M. BANDE  
Name of Head

B. Leadership & Management (For supervisors only to be rated by higher supervisors)					Score
1	2	3	4	5	
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	1	2	3	4	5
2. Visionary and creative to devise strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university	1	2	3	4	5
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	1	2	3	4	5
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit	1	2	3	4	5
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	1	2	3	4	5
Total Score					
Average Score					

Overall recommendation : Excellent  
 Remarks : Very good performance

NAME OF RATER  
 Name of Rater

## EXHIBIT L

### Employee Development Plan

NAME OF EMPLOYEE	ARTURO S. BASTASA
PERFORMANCE RATING	OUTSTANDING

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: July 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

Prepared by:

  
**MARLITO M. BANDE**  
Unit Head

Conformé:

  
**ARTURO S. BASTASA**  
Ratee

Employee Development Plan

NAME OF EMPLOYEE	ARTURO S. BASTASA
PERFORMANCE RATING	OUTSTANDING
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 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: July 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 relationship with colleagues and clients that will contribute to increasing team and organizational productivity.
Final Step:	Target Date: Interpersonal Skills and Proper Record Keeping

Prepared by:

MANUEL A. BASTASA  
Unit Head

Reviewed by:  
ARTURO S. BASTASA  
Kated