#### **EXHIBIT** P

### **Computation of Final Individual Rating for Administrative Staff**

Rating Period : <u>JULY - DECEMBER 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	4.82	70	3.374		
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30	1.350		
	TOTAL NUMERICAL RATING				

EQUIVALENT NUMERICAL RATING: 4.724

Add: Additional Points, if any

TOTAL NUMERICAL RATING

FINAL NUMERICAL RATING

4.724

4.724

ADJECTIVAL RATING

Outstanding

Prepared by:

ARTURO S. BASTASA

Name of Staff

Reviewed by:

MARLITO M. BANDE

Department/Office Head

Recommending Approval:

DENNIS P. PEQUE

Dean, GFES

Approved:

BEATRIZ S. BELONIAS

Vice-President for Instruction

# Computation of Float Individual (failing for Administrative Staff

Rating Perfoit: JULY - DECEMBER 2018

****	LBCIA BVI	Position ADMINISTRAT		Name of Sigif ARTURO S. BASTASA
	EQUIVALENT NUMERICEL RATE	PERCENTAGE 15 WEIGHT	NUMBRICAL RATING	PARTICULARS
	(2 x 3)	(8)		(1)
	. 446.0	70	4.82	1. Litenerical Rating per sPCR
	1.550	30	4. ټن	Supervisor/Head's assessment     of his contribution towards     attainment of office     .ccomplishments
	427.4	ENICAL RATING	MIN TATOT	

EQUIVALENT NUMBAICAL RATING:

Additional Points, if any

TOTAL NUMBERCAL RATING

HINAL NUMERICAE RATING

ADMECTIVAL RATING

4.744\_

4.724

4.744

phikastino

ARTURO S. BASTASA. Name of Staff

MARLITO M. BANDE Deparaneproffice Heat

Recommending Approvals

OPANIS PROJECTION OF STREET PROJUE Demo, CFBS

herongajs.

PEATRIZES. BELONIAS
Vice-President for Instruction

#### **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, <u>ARTURO S. BASTASA</u>, of the <u>INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>JULY</u> to <u>DECEMBER</u>, 2018.

ARTURO S. BASTASA RATEE

Approved.

MARLITO M. BANDE

				ACTUAL		RA	ring		REMARKS
MIFO & PAPS	SUCCESS INDICATORS TASKS ASSIGNED		TARGET	ACCOMPLI SHMENT	Q¹	E²	T³	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	3	7	2	
	Number of claims & other documents processed and followed up	100	208	Z	2	2	2	······································	
	Number of documents recorded	Records incoming/outgoing documents	150	225	3	7	2	2	
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	3	Ž	7	
	Number of inspection for safety conducted	Ensures the safety of the laboratory and offices after office hours	125	145	5	5	5	3	**************************************
	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	3	7	Z	2	
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	7	7	7	
	Number of manuals and reports soft/ring bound	Soft/ring binds manuals and reports	15	35	2	٦	2	2	
	Number of copies of documents photocopied	Photocopy documents	500	1,200	7	2	7	2	<u>-</u>
	TOTAL OVER	ALL RATING	- No No.		4.82	4.82	4.82	4.82	***************************************

### REPAIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (PCCE)

LARTUROS. BANTASA of the INSTITUTE OF TROPICAL BUOLOGY & ENVIRONMENTAL MANAGEMENT (ITEM) 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 DECEMBLE, 2015.

<u>ARŤÚRO S. BASTASA</u>

Approved:

WARLITO M. BANDE UNIT WEAD

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- magnetine (iv			[	1				iJosurnenis processed:	S 14
	1 2	7	7	*	(3)	0ar	Dicaeminalas/Ionwards documents to offices	Number of documents (outgoing comments) are marked	
,	7	2.	7	7	80\$	100	Pricoseas follows-up pains (UVs. FRs. The Tirrells. TOs. etc.) & Utter documents.	Number of cloims 2 other documents processed and followed up	
A PARAMETER STATE OF THE STATE	1 7		; Z	[ Z	822	071	Records incoming/outgoing deputeds	bebloografinemusch lo sedmi. VI	-
**************************************	-				- CAT			Academic louvereflaboratory rooms maintained.	714
	7.	*2	7	.5	i ser	ēst.	Maintants the clearliness and orderiness of the ITERM offices and its surroundings	Number of cleanings of offices, intonatories and its surroundings conducted	
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Consider the second of the sec	7	77	1 7	ブ	C#1	125	Maintains the cleanliness of laboratory glasswares and ather maintails used by students and attain	Number of cleanings of iccuratory glasswares & other restorates conducted	
	+1	- <del> </del>	1	1	- %0√	NO8	As utility/messenger	Zero per cont complaints from clients served	65 PH
ar i garage de carre de servicio de la carre de	-7	*2	2	2	OE:	7.5	Refilia SCUBA diving tanks	Number of SCUBA ranks retilled & marchained	Additional accompliahments:
	17	7	7	7	DS 1	71	Politring binds aronable and reports	Number of manuals and reports softling bound	
	1 7	17	7	1 7.	1,200	000	Photocopy documents	Number of copies of decuments protocopied	
	1287	153	35.4	38.5	 		T BAUNG	TOTAL OVER	

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 & Recommendations for Development Purpose:

Should undergo inferpersonal skills and proper record laupping training

Evaluated & rated by:	Recommending Approval:	Approved:
n	dime_	fly .
MARLITO M. BANDE	DENNIS P. PEQUE	BEATRIZ S/BELONIAS
DIRECTOR, ITEEM	DEAN, CFES	VICE-PRESIDENT FOR INSTRUCTION
24 January 2019	1/31/19	
DATE	DATE	DATE

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

\$8.4	The second secon	e Rating (Totel Over-all rating divided by 4)	gerevA
The second secon	The state of the s	onai Points:	Additio
		. The state of the	ยร์
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28.45	National Control of the Control of t	PATING CONTROL	FINAL
Colts francling		TIVAL SATING	OBLĜA

should undergo informental skills and perper

.bayonaaA.

Evaluated & rated by:

MARLITO M. BANDE

DIRECTOR, ITEEM

2.1 (2004)

DENNIER PEQUE

Recommending Approval:

BEATHER SHELDNIAS

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#### **EXHIBIT O**

### **Instrument for Performance Effectiveness of Administrative Staff**

Rating Period : <u>JULY – DECEMBER 2018</u>

Name of Staff ARTURO S. BASTASA	Position	ADMINISTRATIVE AIDE I
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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	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)		5	Scal	Э	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	<b>(</b>	3	2	1
2.	Makes self-available to clients even beyond official time	(3)	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	<b>⑤</b>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<b>⑤</b>	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	<b>⑤</b>	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	<b>⑤</b>	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	<b>(5)</b>	4	3	2	1
	Total Score		54	ŀ		

# Institution for Performance Effectiveness of Administrative Staff

Rading Harlood: JULY - DECEMBER 2018

ADATDAG	ARTURO S.	Name of Sigif
- ACATOMJ	.6 UMUTAA -	日間に口の田田田

Position: ADMINISTRATIVE AIDET

Total Score

INSTRUCTION TO SUPERMISCHE Places evaluate use effectiveness of your enbordinate in constituting topicate attainment of the calibrated facusts of your department of the cale procuency the cale policy. Each clover taking the cale policy. Each clover taking the cale policy.

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	*********	 ?	ปกอก	eseni.	line performance meets and offer exceeds the job requ	Very Satisfactory	\ \		
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	.3	inər	11 <b>97</b> 11.	:Den	The performance needs some daysiquitant to meet job	167	Ç		
					The staff falls to meet job requirements	100 <sup>c</sup>	<u> </u>		
		 3638	 3		hordinates and supervisors)	es vil dod) fremin	ام. ليون		
	2	8.	3	ō	to client's needs and mateus this latter's experience in the office hulfling and cowercing.				
ľ	C	: 6	ĵ.	4)	ents even beyond official (line)	ces suit-available to c	laM .		
!	<u>.</u>	5		6	the records required by higher diffices, agencies such as 1. NEDA, PASUC and similar regulatory agencies within a overtime work even without promine pay.	ED, DBM, CSC, DOS	CHI		
	<u>.</u>	1	, <u>p</u>	٦	Accepts all assigned tester as hismer suare of the office largets and cellvers outputs within the prescribed time.				
)	S	ļç	Α	3	to help attain the rangets of his/her pince by assisting co- them all assigned baths	nmits himselitherself doy-es and fell to be	i. Con entr		
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j-	ς.	(3)	4	5	of her work which is pasify remeyable when needed.	ps accurate records o	. Kea		
į		3	(3)		rther improve her work and the sarvices of the office to	gests new wavs to iu lients			
ŀ	2	3	1	(8)	to his position but critical lowerps the attainment of the	Accepts additional tacks assigned by the head or by higher offices even if the assignment is not salated to his position out critical towards the attainment of the functions of the university			
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			1	(3)	programment and the second of	ths b <mark>e</mark> nish ed of gn			

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			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.			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									

Overall recommendation: Sharld undergo basis training on Merpussomal skills and proper record keeping

MARLITO M. BANDE Name of Head MA

		ાં કર	3		. Leadarat i, C. Managament (For supervisors unly to he rated by Eigher supervisor)	8
1	S	3	2.	ē	<ul> <li>Demonstrates mastery and expertise in all areas of work to gain trust respect and confidence from subordinates and that of higher appertors</li> </ul>	Ì
	8	3	Į.	   3 	2. Visionary and creative to draw straingle and specific plans and largels of the office/department aligned to that of the overall plans of the university.	2
	()	3	\$	C	innovates for the purpose of improving afficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	2
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	2	3		3	Demonstrates, teaches, monitors, ocaches and motivetes subordinates for their improved efficiency and affectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated largots of the unit	đ
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PHAREITO M. BANDE Name of Peat

## **Employee Development Plan**

NAME OF EMPLOYEE	ARTURO S. BASTASA
PERFORMANCE RATING	OUTSTANDING

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: 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:

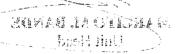
ARTURO S. BASTASA

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ARYURO S. BASTASA NAME OF EMPLOYEE PERFORMANCE OUTSTANDING To improve his interpresent; skills and work others particularly on record keeping MOA (maintrining daily locbook transaction) of documents to avoid unnecessary lost. Proposed intervendents to degreeve nerformence and/ofcompetence and qualification to assume hirber resconsibilities: Date: Target Date: December 31, 2018 August 15, 2018 First Stept Ober-on-one discussion on how to improve record keeping. Heselft No ingressement was observed in feet til porrant documents (i.e., appointments). were fost. Date: April 2019 Target Date: July 2019 Next Step; Request to send Mr. Bestusa to participate on interpresonal skill and record keeping. Ouicome: Developed Mr. Bastasa's faterpersonal stuffs in order to restart strong working relationships with colleagues and clients that will contribute to increasing form and organizational productivity. First Stop/ unbyean brosest sugar bookfills iconstensed no give.

Prepared W:



Lonforme:

ARTUROS, BASIASA Kareo