

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JANUARY – JUNE 2018

Name of Staff CALEXTRO O. AURE Position ADMINISTRATIVE AIDE III

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	5.0	70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.95

EQUIVALENT NUMERICAL RATING : 4.95
Add: Additional Points, if any :
TOTAL NUMERICAL RATING : 4.95
FINAL NUMERICAL RATING : 4.95
ADJECTIVAL RATING : Outstanding

Prepared by:

CALEXTRO O. AURE
Name of Staff

Reviewed by:

MARLITO M. BANDE
Department/Office Head

Recommending Approval:

DENNIS P. PEQUE
Dean, CFES

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

EXHIBIT 2

Computation of Final Individual Rating for Administrative Staff

Rating Period: JANUARY - JUNE 2018

Name of Staff: CALEXIRO O. AURE Position: ADMINISTRATIVE AIDE III

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.00	70%	2.80
2. Supervisor/Lead's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
TOTAL NUMERICAL RATING			4.08

ADJECTIVAL RATING : 3.00
FINAL NUMERICAL RATING : 4.08
TOTAL NUMERICAL RATING : 4.08
Add. Additional Points, if any :
EQUIVALENT NUMERICAL RATING : 4.08

MAILLON M. BANDO
Department Office Head

Recommendatory Approval on:

DENNIS P. PEQUE
Dean, CES

Approved:

HEATRIE S. BRONIAS
Vice-President for Instruction

CALEXIRO O. AURE
Name of Staff

Approved for:

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CALEXTRO O. AURE, 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.

CALEXTRO O. AURE
RATEE

Approved: MARLITO M. BANDE
UNIT HEAD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 4: ADMINISTRATIVE SUPPORT SERVICES	Meetings attended	Staff meetings	5	6	5	5	5	5	
	Number of driving tasks completed	• With trip tickets	50	55	5	5	5	5	
		• Without trip ticket (VSU campus)	10	12	5	5	5	5	
		Vehicle maintenance (washing/check-up)	12	14	5	5	5	5	
	Number of assistance performed	Assists in RF nursery works (bagging, repotting, cleaning the area, hauling of materials)	11	12	5	5	5	5	
	Zero per cent complaints from clients served	As driver and as a general public servant	90%	100%	5	5	5	5	
TOTAL OVERALL RATING					3.0	3.0	3.0	3.0	

Average Rating (Total Over-all rating divided by 4)	5.0	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	5.0	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

Performs other tasks even outside his assigned duties and responsibilities

Evaluated & rated by:

MARLITO M. BANDE
DIRECTOR, ITEEM

DATE

Recommending Approval:

DENNIS P. PEQUE
DEAN, OFES

DATE

Approved:

BEATRIZ S. BELONIAS
VICE-PRESIDENT FOR INSTRUCTION

DATE

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JANUARY – JUNE 2018

Name of Staff CALEXTRO O. AURE

Position ADMINISTRATIVE AIDE III

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		58				

A. Commitment (both for subordinates and supervisors)					Scale	
1.	1	2	3	4	5	1. Prioritizes sensitively to clients' needs and makes the office experience in transacting business with the office efficient and less painful
2.	1	2	3	4	5	2. Makes self-available to clients even beyond official time
3.	1	2	3	4	5	3. Submits urgent requests for office support by night office services such as ORED, ORA, CAS, POST, HSA, FASUC and similar requests, agencies within speed (as time by) including overtime work even without overtime pay
4.	1	2	3	4	5	4. Accepts all assigned tasks as his/her share of the office's work and delivers outputs within the prescribed time
5.	1	2	3	4	5	5. Commits himself/herself to help fellow employees and assist them by assisting in their work when they are overloaded or in need of help
6.	1	2	3	4	5	6. Engages in work on time, logs in and out on time, and does not work overtime unless necessary
7.	1	2	3	4	5	7. Keeps accurate records of his work which is easily retrievable when needed
8.	1	2	3	4	5	8. Suggests new ways to improve his work and the service of the office to his clients
9.	1	2	3	4	5	9. Accepts additional tasks assigned by the head of the office even if the assignment is not related to his position but critical towards the attainment of the functions of the university
10.	1	2	3	4	5	10. Maximizes office hours during leave periods by performing non-office functions and outputs of which results as a near doubling that further increase effectiveness of the office in relation to clients
11.	1	2	3	4	5	11. Accepts collective criticisms and opens to suggestions and criticisms for improvement of his work and commitment
12.	1	2	3	4	5	12. Willing to be trained and developed
Total Score					50	

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	4.83				

Overall recommendation : Performs other tasks even outside his assigned
duties and responsibilities


MARLITO M. BANDE
Name of Head

Scale					1. Leadership & Management (For subordinates only to be rated by higher supervisor)
1	2	3	4	5	1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and staff of higher superiors
1	2	3	4	5	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
1	2	3	4	5	3. Initiates for the purpose of improving efficiency and effectiveness of the operational process 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 call/assigned targets of the unit
Total Score					
Average Score					

Overall recommendation : Very Good
Very Good

MARILYN BAYNE
Name of Head

EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	CALEXTRO O. AURE
PERFORMANCE RATING	OUTSTANDING
AIM	To improve his interpersonal skill.

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 enhance his competence to assume his responsibility as Admin Aide III (Driver).

Result:

The agreement was to send Mr. Aure for an interpersonal skills training.

Date: March 2019

Target Date: June 2019

Next Step:

Request to send Mr. Aure to participate interpersonal skills training.

Outcome:


Developed Mr. Aure'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.

Recommendation:

Confirme:


CALEXTRO O. AURE

Prepared by:


MARLITO M. BANDE
Unit Head

Employee Development Plan

NAME OF EMPLOYEE	ALEXANDRO O. AYRA
PERFORMANCE RATING	OUTSTANDING
AIM	To improve his interpersonal skills

Proposed interventions to improve performance and/or competencies and qualifications to assume higher responsibilities

Date	August 12, 2018	Target Dates	December 31, 2018
First Step	One-on-one discussion on how to enhance his competence to assume his responsibility as Admin Aide III (07/07/18)		
Result	The agreement was to send Mr. Ayra for an interpersonal skills training.		

Date	March 2019	Target Dates	June 2019
Next Step	Request to send Mr. Ayra to participate in interpersonal skills training.		
Outcome	Developed Mr. Ayra'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	Training on Interpersonal Skills		
Recommendation			

Prepared by:

Unfiled