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

CALEXTRO O. AURE

Name of Staff

Prepared by:

Reviewed by:

MARLHTO M. BANDE Department/Office Head

Recommending Approval:

DENNIS P. PEQUE

Dean, CFES

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

## Computation of Final Individual Rating for Administrative Staff

Mading Philod . JANUARY - JUNE 2018

Name of Staff GALEXTRO O. AURE

Position AUMINISTRATIVE AIDE !!!

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G	EQUIVALENT NUMERICAL RATIN	PERCENTAGE - WEIGHT -	NUMERICAL RATING	PARTICULARS
 	(23)	<u>(8)</u>	(2)	(1)
	42.3	A. C.		1. Numerical Rating per IPCR
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	878-9	MICAL RATING	IMEN INTO	

EQUIVALENT NUMERICAL KATING:

Additional Points, if any

TOTAL NUMBRICAL RATING

FINAL NUMERICAL RATING

ADJECTIVAL RATING

736 · 3 (47 · 3)

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CALEXTRO O. AURE Name of Staff

MARLITO M BANDE)
Department Office Head

Recommending Approvat:

DENNIS P. PEQUE Dean, CFES

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>CALEXTRO O. AURE</u> , o	f the INSTITUTE OF TROPICAL ECO	LOGY & ENVIRONMENTAL	MANAGEMENT (ITEEM)	commits to deliver and agree to be rate	ed on
he attainment of the following targ	ets in accordance with the indicated me	easures for the period <u>JANU</u>	ARY to <u>JUNE</u> , 20 <u>18</u> .		

CALEXTRO O. AURE RATEE

Approved: MARLITO M. BANDE

- 1	IN	IT L	15/	₩

				Actual	Rating				
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accompli shment	Q¹	E²	T <sup>3</sup>	A <sup>4</sup>	Remarks
MFO 4: ADMINISTRATIVE	Meetings attended	Staff meetings	5	6	3	3	7	5	
SUPPORT SERVICES Number of	Number of driving tasks completed	With trip tickets	50	55	5	3	5	5	
		Without trip ticket (VSU campus)	10	12	3	5	5	3	
		Vehicle maintenance (washing/check-up)	12	14	5'	3	2	3	
	Number of assistance performed	Assists in RF nursery works (bagging, repotting, cleaning the area, hauling of materials)	11	12	3	3	2	2	
	Zero per cent complaints from clients served	As driver and as a general public servant	90%	100%	5	5	2	2	
TOTAL OVERALL RATING					35	30	30	3.00	

Average Rating (Total Over-all rating divided by 4)	3.0	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	3.0	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

Performs other tostes even outside his assigned duties and responsibilities

Evaluated & rated by:	Recommending Approval:	Approved:
MARLITO M. BANDE	DENNIS P. PEQUE	BEATRIZ S. BELONIAS
DIRECTOR, HEEM	DEAN, OFES	VICE-PRESIDENT FOR INSTRUCTION
DATE	DATE	DATE

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

#### MUNUMUAL PERFORMANCE COMMINENT & REVIEW FORM (IPOR)

the attainment of the following targets in socordance with the indicated measures for the pariod JANUARY to JUNE, 2018. I. CALEXTRO O. AURE, of the INSTITUTE OF PROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) commits to deliver and egibe to be rafed on

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MPC 4: ADMERS CRATIVE SUPPORT SERVICES	į	. Without	trip ticket (VSU campus)		10	12	1.5	1 4	ζ.	7.	
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<del>V</del>	LEKTRO O AURE			Approved: MASLITO M. BANDES			)				
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	FMAL RATING	1 216	
	Approved Additional prims (with corv. of approval)		
	Puttathelity		
1	Additional Points:		
	Average Rating (Total Ovor-all roting divided by 4)		1

Mobitoved:

MARLITO M BANDE

DENNIS P PEQUE

Recommending Approved

VICE-FRESIDENT FOR MISTRUGTION BEATRIZ S. BELOMAS

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Evaluated & sted by:

DIRECTOR HEEM

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## **EXHIBIT O**

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

Rating Period : <u>JANUARY – JUNE 2018</u>

Name of Staff	CALEXTRO O. AURE	<b>Position</b>	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 star 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					

Α.	Commitment (both for subordinates and supervisors)		(	Scal	е	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	6	4	3	2	1
2.	Makes self-available to clients even beyond official time	6	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	<b>⑤</b>	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	<b>⑤</b>	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	<b>5</b>	4	3	2	1
	Total Score		28	-		

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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	4.83							

Overall recommendation

: Performs ofter fosles even outside his assigned

MARLIFO M. BANDE Hame of Head

Scale					.sadarship & ikanogemem (For sopurdours only to he reted by higher supervisor)	
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1	2	3	4	5	Visionally and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	2.
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			įλ		Average Score	

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#### 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

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:

Conforme.

Prepared by:

Unit Head

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CALEXTRO O. AURE PAHNG To improve his interpersonal skill. Proposed interventions to improve performance nation competence and qualification to assume higher responsibilities: August 15, 2018 Parget Pater December 31, 2018 is in C First Suppl Occordend discussion on how to calculate his competence to assume his responsibility as Admin Aide III (1) rivol) Ecsuit: The agreement was to send bit. Aure Land ottenpersonal skills training. Date: Minich 2019 Parget Date: June 2019 Request to send Mr. Aure to participate interpersonal statis training. Oakcomet Developed Mr. nure's interpersonal skills in order to foster strong working relationships with collectives and clients that will contain to increasing team and organizational productivity.

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laining on Interpensarial Skills

Final Stepi

Recommendations

Unit Heed