

## EXHIBIT P

### Computation of Final Individual Rating for Administrative Staff

Rating Period : JANUARY – JUNE 2019

Name of Staff ANGELITA B. ORIAS

Position AGRICULTURAL TECHNICIAN II

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.46
TOTAL NUMERICAL RATING			4.94

EQUIVALENT NUMERICAL RATING : 4.94

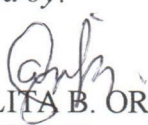
Add: Additional Points, if any : \_\_\_\_\_

TOTAL NUMERICAL RATING : \_\_\_\_\_

FINAL NUMERICAL RATING : 4.94

ADJECTIVAL RATING : Outstanding

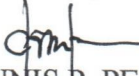
Prepared by:

  
ANGELITA B. ORIAS  
Name of Staff


Reviewed by:

  
MARLITO JOSE M. BANDE  
Department/Office Head

Recommending Approval:

  
DENNIS P. PEQUE  
Dean, CFES

Approved:

  
BEATRIZ S. BEILONIAS  
Vice-President for Instruction

**“Exhibit B”**

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

I, ANGELITA B. ORIAS, 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 JANUARY to JUNE, 2019.

  
**ANGELITA B. ORIAS**  
RATEE

**Approved:**   
**MARLITO JOSE M. BANDE**  
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>	
<b>UMFO 2</b>	<b>HIGHER EDUCATION SERVICES</b>								
<b>ITEEM MFO 1</b>	<b>Curriculum Program</b>								
PI 1	Total FTE monitored	Teaches the following courses: DRRR 122 and ENVI 11 for the S.Y. 2018-2019 (2 <sup>nd</sup> semester)	1	12.45	5	5	5	5	
PI 9	Number of student organizations/student dormitory advised	Adviser	1	2	5	5	5	5	Helpers in Outreaching Mothers Earth Stability, Mariposa Ladies Dormitory
PI 10	Number of course syllabus developed	Revised existing course syllabi	-	2	5	5	5	5	DRRR 122; ENVI 11
<b>UMFO 3</b>	<b>RESEARCH SERVICES</b>								
PI 2	Number of research outputs presented in local/regional/national /international fora/ conferences	Plenary Speaker	-	1	5	5	5	5	ViScience 2019 (Aghambayan Visayas): Visayas Science Festival
PI 3	Number of research project/study conducted	Study Leader	-	2	5	5	5	5	Mineral Nutrition of Late Successional Species; Effect of Mycorrhizae to the Growth Performance of Dipterocarp Species in Marginal Grassland in Inopacan
PI 6	Number of studies presented	Plenary Speaker	-	1	5	5	5	5	ViScience 2019 (Aghambayan Visayas): Visayas Science Festival
PI 9	Additional outputs:								



	Number of MOAs drafted, prepared	Drafted and facilitated the review and revision of MOA by concerned offices within VSU and partner organization	1	4	✓	✓	✓	✓	VSU-ILGU Hindang, VSU-DSWD-LGU Cabucgayan-DENR, VSU-Coastal Carolina University; VSU-RISE
	Number of terminal/accomplishment reports submitted	Prepared and submitted the RDE accomplishment reports, and Bayan Academy training report	-	3	✓	✓	✓	✓	RDE accomplishment reports, Bayan Academy training report
<b>UMFO 4</b>	<b>EXTENSION SERVICES</b>								
PI 1	Number of person-days trained weighted by length of training	Resource Person/Coordinator/Facilitator	50	320	✓	✓	✓	✓	Rainforestation Training in Naval, Cabucgayan, Villaba, and Basey Samar; International Training on Rainforestation WWF Myanmar; Restoration Bootcamp for Tropical Asian Forest, Training on Climate Change and Community-Based Disaster Risk Reduction and Management in Yolanda Affected Municipalities
PI 2	Number of trainings conducted	Resource Person/Coordinator/Facilitator	1	12	✓	✓	✓	✓	Rainforestation Training in Naval, Cabucgayan, Villaba, and Basey Samar; International Training on Rainforestation WWF Myanmar; Restoration Bootcamp for Tropical Asian Forest, Training on Climate Change and Community-Based Disaster Risk Reduction and Management in Yolanda Affected Municipalities
PI3	Number of IEC materials, Rainforestation development plan/technoguides developed/used	Distributed copies of IEC material; served as critic on development of rainforestation farm plan	-	120	✓	✓	✓	✓	Rainforestation Farm Plan Development (40 farm plans); Rainforestation Manual and Flyers on Propagation Technique of Hoya and Medinilla (80 pieces)
PI 4	Number of beneficiaries/clients served	Technical Person/Facilitator	50	220	✓	✓	✓	✓	Participants during RF training; cross-visits of farmers, researchers/extension workers and students
PI 5	Number of technical/expert services	Technical Person	1	10	✓	✓	✓	✓	Resource persons during trainings and cross-visits (RF training, climate change and Eco-DRR training); technical experts (i.e., geo-tagging, soil sample collection, vegetation and biodiversity assessment) prior to the establishment of rainforestation, and climate-smart agroecological production system adopters' farm
PI 6	Number of extension projects/components conducted	Component Leader	1	2	✓	✓	✓	✓	Mainstreaming Rainforestation in the Philippines; and CO <sub>2</sub> Compensation Project
PI 11	Additional outputs:								
	Number of scientific fora attended as speaker/resource persons	Plenary Speaker/Resource person	1	2	✓	✓	✓	✓	ViScience 2019 (Aghambayan Visayas); Visayas Science Festival; Biodiversity Assessment in Cabucgayan, Hindang and Inopacan

	Number of farmers association/individual RF adopters monitored and assisted		1	3	5	5	5	5	Cienda-San Vicente Farmers Association (CSVFA); Patag Rainforest Association (PRA); Hindang Persons with Disability Agricultural Cooperative (HIPEDAC);
	Number of in-house seminars/trainings/workshops/reviews conducted/attended	Participant/Facilitator/Resource Person	1	18	5	5	5	5	RF Training (14), RBME seminar (1), YRRP project orientation workshop (1); KALAH I Project Sustainability Seminar (1); NAST-DOST Seminar (1)
<b>UMFO 5</b>	<b>SUPPORT TO OPERATIONS (STO)</b>								
<b>ITEEM MFO 1</b>	<b>Faculty Development Services</b>								
PI 2	Number of seminars/trainings/conventions/workshops coordinated for entire university		-	2	5	5	5	5	International Training on Rainforestation WWF Myanmar; Restoration Bootcamp for Tropical Asian Forest
PI 3	Number of seminars/trainings/conventions/workshops coordinated outside the university	Each training is composed of different modules. Resource Person for the modules (1) "diffusion of rainforestation in the Philippines and success stories of RF adopters" (2) "Disaster Risk Reduction", (3) "Philippine Biodiversity" and served as Coordinator/Facilitator	1	13	5	5	5	5	RF Training; YRRP: Training on Climate Change and Community-Based Disaster Risk Reduction and Management; KALAH I Project Sustainability Seminar
PI 4	Additional outputs:								
	Number of activities organized/attended/assisted/participated/facilitated	Facilitator/Participant	2	7	5	5	5	5	Environmental Jamboree; VSU Coastal Clean-up, Mr. & Ms. VSU Tree Planting; AAACU Tree Planting (VSU Admin building); Output Presentation of RISE Result in KALAH I Project sites (Brgy. Looc, Casiawan and Talibong, Cabucgayan, Biliran); ITEEM Educational Exposure and Team Building, Tree planting in HIPEDAC wildlife habitat restoration site
<b>ITEEM MFO 3</b>	<b>Faculty Evaluation Services</b>								
PI 1	Individual Faculty Students Evaluation	Instructor	VS	VS	4	4	4	4	Teaching Performance Evaluation by Students Rating: DRRR 122 – Very Satisfactory; Envi 11 – Very Satisfactory
<b>ITEEM MFO 5</b>	<b>Guidance and Counselling &amp; Support to Students Services</b>								<b>ITEEM MFO 5</b>
PI 1	Number of guidance activities conducted	Consultation and Facilitation	1	2	5	5	5	5	Department-Based Guidance Facilitator (DBGF) for BSEM Students
PI 2	Number of students who have availed of guidance and counselling services	Department-Based Guidance Facilitator (DBGF)	8	12	5	5	5	5	BSEM Students



UMFO 5	GENERAL ADMINISTRATION AND SUPPORT								
PI 1.2	Number of faculty/staff supervised and monitored (including project based staff)	Supervisor	1	2	✓	✓	✓	✓	Matinao, Matinao
PI 3	Number of management meetings conducted/attended	Participated the meeting	3	6	✓	✓	✓	✓	ITEEM monthly meeting
PI 4	Number of academic lecture/ laboratory rooms maintained	Training room and laboratory In-charge (TED)	1	4	✓	✓	✓	✓	Terrestrial Ecosystems Division
PI 5	Number of equipment maintained	Equipment In-charge	2	6	✓	✓	✓	✓	oven, analytical balance, data logger, light meter, digital balance ( 2 unit), megaphone (2 unit)
PI 6	Area (hectare) of lawn and demonstration farms maintained	Supervisor	1	14	✓	✓	✓	✓	Inopacan Long-term Research Plots (14 ha)
PI 10	Number of office/training facilities/equipment maintained per week	Equipment In-charge	1	7	✓	✓	✓	✓	oven, analytical balance, data logger, light meter, digital balance ( 2 unit), megaphone (2 unit), Laptop
PI 11	Number of university committees/boards/council chaired & coordinated	Member	-	3	✓	✓	✓	✓	Department-Based Guidance Facilitator; Dormitory Adviser; AACUP Task Force
PI 12	Percentage of apparatus/equipment maintained	Equipment In-charge	50%	80%	✓	✓	✓	✓	
PI 13	Zero per cent complaint from clients served		100%	100%	✓	✓	✓	✓	
PI 16	Best practices/new initiatives implemented	Facilitates the implementation of the best practices			✓	✓	✓	✓	<b>Instruction</b> (1) Utilizing international collaborators in accessing published research articles in peer-reviewed journals <b>Research</b> (1) Establishment of long term research plots (i.e., Growth Performance of Native Trees and Tree-Soil-Micro-organism Interaction) (2) Monitoring and evaluation of RF sustainability using Response-Inducing Sustainability Evaluation (RISE) Tool (3) Mentoring of LGU field staff and encourage cost-sharing arrangements with Local Government Units and people's organization (4) Feedbacking of research results to project stakeholders <b>Extension</b> (1) Exposed BSEM/BSES and MSTREC students to community-based extension activities in relation to environmental conservation

									(2) Documenting and publishing of local knowledge in biodiversity conservation (3) Encourage family membership and valuation of labor inputs as capital build up to sustain alternative livelihood activity (4) Utilization of research outputs and matured technology to ensure effective and efficient extension services
Total Over-all Rating						4.97	4.97	4.97	4.97

Average Rating (Total Over-all rating divided by 4)	4.97	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.97	
ADJECTIVAL RATING	Outstanding	

**Comments & Recommendations for Development Purpose:**


Very good keep up the good work

Evaluated & Rated by:

  
**MARLITO JOSE M. BANDE**  
Director, ITEEM

Date: \_\_\_\_\_

Recommending Approval:

  
**DENNIS P. PEQUE**  
Dean, CFES

Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

Date: \_\_\_\_\_



## EXHIBIT O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JANUARY – JUNE 2019

Name of Staff ANGELITA B. ORIAS

Position AGRICULTURAL TECHNICIAN 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		58				

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JANUARY – JUNE 2019

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		25				
Average Score		4.88				

Overall recommendation : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
**MARLITO JOSE M. BANDE**  
Name of Head



**EXHIBIT L**

**Employee Development Plan**

NAME OF EMPLOYEE	ANGELITA B. ORIAS
PERFORMANCE RATING	OUTSTANDING
AIM	To enhance her teaching skills and strategy on Environmental Science major in Ecological Economics.

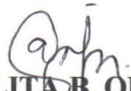
Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date:	February 15, 2019	Target Date:	June 30, 2019
First Step:	One-on-one discussion on how to enhance her competence to assume her responsibility as Agricultural Technician I and Substitute Instructor.		
Result:	The agreement was to send Ms. Orias on a graduate study abroad.		
Date:	January 2020	Target Date:	July 2020
Next Step:	Application for scholarship to support Ms. Orias graduate study		
Outcome:	Degree on MS on Environmental Science		
Final Step/ Recommendation:	Scholarship grant and approval from the scholarship committee to undergo MS study.		

Prepared by:

  
**MARLITO JOSE M. BANDE**  
Unit Head

Conformé:

  
**ANGELITAB. ORIAS**  
Ratee