



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF


Annex P

Name of Administrative Staff: BASTASA, ARTURO S.


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.7	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING : 4.72
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.72
ADJECTIVAL RATING : OUTSTANDING

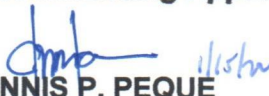
Prepared by:


ARTURO S. BASTASA
Administrative Aide I (Utility/Messenger)
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

"EXHIBIT B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARTURO S. BASTASA, *Administrative Aide I*, 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 July to December, 2021.


ARTURO S. BASTASA
RATEE

Approved:


ELIZA D. ESPINOSA
DIRECTOR, ITEEM


DENNIS P. PEQUE
DEAN, CFES

MFO No.	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	<u>PI 2.</u> Customer-friendly frontline services	<u>A 46.</u> Zero percent complaint from clients served	Provides support services and assistance in the operation of the administrative function of the Institute, and performs other related tasks as maybe assigned from time to time	90% compliant	100% compliant	J	J	J	J	
	<u>PI 5.</u> Monthly/special staff meetings attended*	<u>A 47.</u> Number of monthly and emergency meetings attended	Actively participates to the institutes monthly and emergency meeting	2	5	A	A	4	4	
	<u>PI 6:</u> Additional Outputs	Number of documents forwarded/disseminated	Disseminates/forwards documents to other offices	40	100+	J	J	J	J	
		Number of claims and other documents processed and followed up	Processes/follows-up claims (DVs, PRs, Trip Tickets, TOs, etc.) & other documents	100	205	J	J	4	4.67	
		Number of documents recorded	Records incoming/outgoing documents	150	302	J	J	J	J	

MFO No.	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
		Number of cleanings of offices, laboratories and its surroundings conducted	Maintains the cleanliness and tidiness of the ITEEM rooms/offices and its surroundings	125	250	4	5	5	4.67	
		Number of inspection for safety conducted	Ensures the safety of the laboratory and offices after office hours	125	250	5	5	5	5	
		Number of manuals and reports soft/ring bound	Soft/ring binds manuals and reports	20	43	4	4	4	4	
		Number of copies of documents photocopied	Photocopy documents	100	400+	5	5	5	5	
Total Overall Rating										

Average Rating (Total Over-all rating divided by 4)	18.82	4.70
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.70
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
A much improved work performance.

Evaluated & rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

DATE

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

"EXHIBIT I"

Performance Monitoring Form

NAME OF EMPLOYEE: ARTURO S. BASTASA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Disseminates/forwards documents (office communications, memos & etc.) to other offices	Circulated memos, communications, and approved vouchers	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Very much improved performance
2.	Processes/follows-up and claims (DVs, PRs, Trip Tickets, TOs, etc.) & other documents	Approved DVs, PRs, Trip Tickets, TOs, etc.	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Keep up the good work
3.	Maintains the cleanliness and orderliness of the ITEEM offices and its surroundings	Facilities cleaned and in order	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Take good care of the plants inside office and the surroundings as well
4.	Ensures the safety of the office and laboratory after official working hours	Office and laboratory building safe and protected	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Much improved, no negative report from the security office regarding office safety
5.	Refills SCUBA diving tanks	Tanks refilled and ready to be used	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Help maintain SCUBA tanks in the Marine Laboratory
6.	Soft/ring binds manuals and reports	Bounded manuals and reports	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Very Satisfactory	Keep up the good quality of the output
7.	Photocopy documents	Documents reproduced	July 1, 2021	December 31, 2021	December 31, 2021	Very impressive	Outstanding	Sustain cleanliness of the photocopier
8.	Attends meetings by ITEEM and CFES	Attendance to the meeting	July 1, 2021	December 31, 2021	December 31, 2021	Impressive	Very satisfactory	Much improved attendance

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ELIZA D. ESPINOSA
Immediate Supervisor

"EXHIBIT G"

Performance Monitoring and Coaching Journal

	1 st	Q U A R T E R
	2 nd	
	3 rd	
	4 th	

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF FACULTY	ARTURO S. BASTASA

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 7 & Aug. 2, 2021		Notice of meeting	Submission of IPCR 2021 (Jan-June) accomplishment for OPCR 2021 (Jan-June 2021) consolidation of accomplishments
		Nov. 24, 2021		Notice of meeting	Set deadlines for some outputs to be submitted: a. OPCR/IPCR Accomplishments (July to December 2021) – Dec. 9-10, 2021 b. OPCR/IPCR Targets (January to December 2022) – Dec. 20-21, 2021 c. Updated PDS, CV, PDF – Jan. 10, 2022
		Dec. 9, 2021		Notice of meeting	Follow up submission of IPCR output (July to December 2021) for OPCR consolidation of accomplishment & submission to CFES Dean for evaluation
	Daily				Ensures daily routine of the given tasks are followed. File copy of all the documents in particular are recoded and followed up for ISO, IA, AACUP evaluation.
COACHING		Nov. 24, 2021		Notice of meeting	Cascading of the 3 rd IQA Reports (Non-conformity Reports, General Observations & List of Opportunities for Improvement: a. Ensures to file updated PDF/PDS; and b. Show proof of attendance to every ISO Awareness attended


NOTE: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ELIZA D. ESPINOSA

Immediate Supervisor
Director, ITEEM

Noted by:


DENNIS P. PEQUE

Next Higher Supervisor
Dean, College of Forestry & Environmental
Science (CFES)



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2021

Name of Staff: BASTASA, ARTURO S.

Position: ADMIN. AIDE I (Utility/Messenger)

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		57				

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		57				
Average Score		4.75				

Overall recommendation:

Maintain your good work accomplishments!

ELIZA D. ESPINOSA

Printed Name and Signature
Head of Office

Employee Development Plan

NAME OF EMPLOYEE	ARTURO S. BASTASA
PERFORMANCE RATING	
AIM	To improve his interpersonal skills and work ethics particularly on prioritizing responsibilities.

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

Date: Jan 2021

Target Date: Jan 2021

First Step:

One-on-one discussion on how to organize and prioritize tasks, and manage time at work.

Result:

Improved work performance.

Date: July 2021

Target Date: February 2022

Next Step:

Request to allow Mr. Bastasa to participate online seminars on human resource development.

Outcome:

Personal and organizational skills developed.

Final Step/

Recommendation:

Attendance to seminars on human resource development.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


ARTURO S. BASTASA
Ratee