



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ODELO B. BALDOS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING : 4.78
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.78
ADJECTIVAL RATING : Outstanding

Prepared by:


ODELO B. BALDOS
Agricultural Technician I
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

Jan-June 2021

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ODELO B. BALDOS, Agricultural Technician 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 January to June, 2021.


ODELO B. BALDOS

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 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as support staff.	zero% non-conformity	100% compliant	↙	↙	↙	↙	Alternate deputy documents and records controller (adDRC) for ITEEM
		On program and institutional accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	4	4	4	4	Alternate deputy documents and records controller (adDRC) for ITEEM
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Entertains clients and stakeholders and ensure that their concerns are acted to by faculty concerned and helps facilitate the implementation of Instruction and RDE programs of the institute	100% compliant	100% compliant	↙	↙	↙	↙	As Agricultural Technician I

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	
			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	1	700% (7/1)	✓	✓	✓	✓	(1)Managing of the Institute's main library/archive; (2)Checking of MRs and whereabouts of equipment; (3)Consolidation of ITEEM Annual Reports; (4)as CFES Hotline Agent; (5)as alternate dDRC; (6)performs messengerial and utility functions; (7)as ITEEM Health Status Coordinator
		Number of research and/or extension activities assigned to provide support	Provides support services and assistance in the operation of the research and extension function of the Institute, and performs other related tasks as maybe assigned from time to time	1	200% (2/1)	✓	✓	✓	✓	As support staff for current and proposed projects research and extension of ITEEM Terrestrial Ecosystems Division: (1) CHED Internationalization Project on <i>Aquilaria</i> , (2) DOST NICER Program Proposal
			Maintains the databank compilations of RDE materials.	1	100% (1/1)	✓	✓	✓	✓	Managing ITEEM library/archive
	PI 5. Number of monthly/ special faculty & staff meetings conducted/ attended*	A 47. Attendance to monthly and emergency meetings	Actively participates to the institutes monthly and emergency meeting	3	6	✓	✓	✓	✓	

MFO No.	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
	PI 6: Additional Outputs	A 48. Other outputs implementing the new normal due to covid 19								
		Number of services/ actions conducted	Delivers learning modules to VSU students within Leyte island	1	200% (2/1)	✓	✓	✓	✓	Member of VSU Learning Modules Delivery Team (to Leyte North - Abuyog, Mahaplag, Javier, Tolosa, LNU Tacloban)
			Receives and facilitates concerns, and/or requests of CFES MS/BS students	1	400% (4/1)	✓	✓	✓	✓	Performs as CFES Hotline Agent for students' concerns
Total Overall Rating						172	172	172	172	

Average Rating (Total Over-all rating divided by 4)	19.11	4.78
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.78
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Keep up the good points.

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JANUARY – JUNE 2021

Name of Staff : BALDOS, ODELO B.

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						

B. Leadership & Management <i>(For supervisors only, to be rated by higher supervisor)</i>	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: Keep up the good work.

ELIZA D. ESPINOSA
Director, ITEEM