



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: JESIBEL L. MUERTIGUE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	<u>4.83</u>	70%	<u>3.38</u>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	<u>4.82</u>	30%	<u>1.45</u>
TOTAL NUMERICAL RATING			<u>4.83</u>

TOTAL NUMERICAL RATING: 4.83

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.83

FINAL NUMERICAL RATING 4.83

ADJECTIVAL RATING: Outstanding

Prepared by:

JESIBEL L. MUERTIGUE

Name of Staff JLM

Reviewed by:

DENNIS P. PEQUE

Dean, CFES 11/12/20

Recommending Approval:

DENNIS P. PEQUE

Dean/Director 11/12/20

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ms. Jesibel L. Muertigue**, of the College of Forestry and Environmental Science commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July to December, 2021**

JESIBEL L. MUERTIGUE

Ratee *11/10/2022*

Approved: *[Signature]*

DENNIS P. PEQUE

Dean, CFES *11/10/2022*

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Annual Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
Advanced & Higher Education Services	Number of Gradesheets encoded/printed	Encode and print	Encode and print gradesheet for Submission to Graduate School/Registrar's Office	6 (3)	3/3 (100%)	<i>4</i>	<i>4</i>	<i>4</i>	<i>4</i>	
	Number of Learning Guide printed and typesetted	Printing and Typesetting	Print and typeset Learning Guides of Faculty for final packaging							
	Number of course syllabus check for signatures	Checking	Check syllabus for Dean's signature and submission to ODIE		11	<i>5</i>	<i>5</i>	<i>5</i>	<i>5</i>	1st Sem SY 2021-2022 (ITEEM & DFS)
	Number of Tables of Specifications, checked for signatures	Checking	Check Table of Specifications for dean's signature and submission to ODIE		9	<i>5</i>	<i>5</i>	<i>5</i>	<i>5</i>	1st Sem SY 2021-2022 (ITEEM & DFS)
General Administration and Support Services (GASS)										
Efficient and customer friendly frontline service	0% complaint from client served	Frontlining	Frontline services	no complaint	no complaint	<i>5</i>	<i>5</i>	<i>5</i>	<i>5</i>	

Student Services	Number of documents requested by students served	Clerical	Prepared and facilitated documents for approval	5 (2)	20/2 (1000%)	5	5	5	5	Clearances, Registration forms, Readmission, nomination of GAC, Request for changing degree programs, revised plan of course work, Application for Graduation, Approval of Thesis Outline, Application for Leave of Absence
Secretariat Works										
	Number of faculty workload for 2nd Semester SY 2020-2021 checked for signatures	Check	Check and submitted faculty workload (Individual & Actual) for 1st Sem SY 2021-2022	5 (2)	18/2 (900%)	5	5	5	5	ITEEM Faculty & Part-time & DFS Faculty
	Number of accomplishment reports encoded facilitated and submitted	Encode and print	Prints and submits accomplishment reports for submission	25 (12)	54/13 (415%)	5	5	5	5	Deans accomplishment report, Job Order, Work from Home Accomplishment Report
	Number of Student Completion of Grades facilitated and recorded	Facilitates submission and Filing of Students' Completion of Grade	Facilitates, records, submits and files students completion of grades	5 (2)	1/2 (50%)	4	4	4	4	DPP
	Number of Outgoing communications prepared	Encoding and printing	Encodes and prints outgoing communications	25 (12)	23/12 (192%)	5	5	5	5	Outgoing communications (July-December 2021)
	Number of Incoming and Outgoing documents recorded & released	Recording	Records Incoming and outgoing documents	50 (25)	70/25 (280%)	5	5	5	5	Outgoing and incoming documents (July-December 2021)
	Number of OPCR, IPCR, prepared, reproduced and submitted	Preparation and submission of documents	Encodes, prepares, reproduces and submits IPCR and OPCR	10	15/10 (150%)	5	5	5	5	2 OPCR, 9 faculty, 4 Admin.

Job Requests Preparation	Preparation and Submission of Job Requests	Prepares and Submits Job Requests to Concerned Units	5 (2)	2/2 (100%)	4	4	4	4	Repair and Maintenance Requests
Number of Standard government forms	Preparation and submission of standard government forms	Prepares and submits standard government forms	20 (10)	20/10 (200%)	5	5	5	5	DTR's (July - December 2021), Application for Leave
Number of Purchase Requests, PPMPs prepared and submitted	Preparation of PR's and PPMPs	Prepares and Submits PRs and PPMPs	5 (2)	11/2 (550%)	5	5	5	5	General Fund (CFES Higher Education), Research Projects (BIOCAMP)
Number of Payrolls prepared	Preparation and submission of Payrolls	Prepare and submits Payrolls of JO	15 (7)	18/7 (257%)	5	5	5	5	Job orders (July-December, 2021)
Number of Financial documents prepared and submitted	Preparation and submission of financial documents	Prepare and submits financial documents	5 (2)	6/2 (300%)	5	5	5	5	Petty Cash Cash Replenishment & Liquidation, Payment for PFEN, COA Payment for Meals
Number of CFES documents consolidated/filed	Consolidating/ filing	Consolidates and files documents	30 (15)	15/15 (100%)	5	5	5	5	OPCR docs, incoming and outgoing documents filed
	Does task assigned as member of the committee	Does task assigned as member of the committee	1	1	5	5	5	5	Deputy Document Record Controller-Cascading of ISO Docs
Other Services									
Total Over-all Rating									

all rating divided by 4)	87
Additional Points	
with copy of approval)	
FINAL RATING	4.87
ADJECTIVAL RATING	Outstanding

Comments and Recommendations for Development Purpose:
Keep up the good work!

Evaluated and Rated by:

DPM
DENNIS P. PEQUE

Dean, CFES

Date: *1/19/22*

Approved by:

B
BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: *1/19/22*

PERFORMANCE MONITORING FORM


Name of Employee: JESIBEL L. MUERTIGUE

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	Prepares office communications, payrolls, accomplishment reports, job requests, & etc.	Very Impressive	July 1, 2021	December 31, 2021	December 31, 2021	Impressive	Very Satisfactory	Keep going.
2	Follow up vouchers, purchase requests, students related concerns and other request of the office.	Very Impressive	July 1, 2021	December 31, 2021	December 31, 2021	Impressive	Very Satisfactory	Good work.
3	Maintains the proper arrangement of files in the office.	Very Impressive	July 1, 2021	December 31, 2021	December 31, 2021	Impressive	Very Satisfactory	Good work
4	Monitors the incoming and outgoing documents for record purposes.	Very Impressive	July 1, 2021	December 31, 2021	December 31, 2021	Very Impressive	Outstanding	Good work.
5	Assists and monitors the delivery of requested documents on time	Very Impressive	July 1, 2021	December 31, 2021	December 31, 2021	Very Impressive	Outstanding	Good work.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


DENNIS P. PEQUE
 Unit Head 4/14/2022



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2021

Name of Staff: JESIBEL L. MUERTIGUE

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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 53				
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	54				
Average Score	4.82				

Overall recommendation : _____


DENNIS P. PEQUE
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Jesibel L. Muertigue
Performance Rating : 4.83 (Outstanding) July-December 2021

Aim: To help facilitate the office documents related to students, faculty, staff and other administrative matters in accordance to the ISO Quality Management System of the university by following the quality procedure. Keeps and maintains quality records and improve percentage of delivery on requested documents on time.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2021

Target Date: September 2021

First Step:

Monitor Ms. Muertigue's performance regarding the facilitation of office documents and the improvement on the delivery of faculty, students, staff requested documents.

Result:

Majority of the requested documents were prepared on time.

Next Step:

One-on-one meeting with Ms. Muertigue

Outcome:

Her performance specific to document preparation has improved more.

Final Step/Recommendation:

Required Ms. Muertigue to develop her skills, performing as college dDRC and college hotline agent, and facilitate preparation of documents as required by the Faculty

Prepared by:


DENNIS P. PEQUE

Unit Head 1/14/2022

Conforme:


JESIBEL L. MUERTIGUE

Ratee 1/14/2022