



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: CECILIO M. BENITEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.44	70%	3.11
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	30%	1.25
TOTAL NUMERICAL RATING			4.36

TOTAL NUMERICAL RATING : 4.36
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.36
ADJECTIVAL RATING : Very Satisfactory

Prepared by:


CECILIO M. BENITEZ
Administrative Aide I
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CECILIO M. BENITEZ, 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, 2020.


CECILIO M. BENITEZ

RATEE

Approved:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM


DENNIS P. PEQUE

DEAN, CFES

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks	
					Q ¹	E ²	T ³	A ⁴		
MFO 6: ADMINISTRATIVE SUPPORT SERVICES										
PI 2	Number of meetings attended	Attends meetings by ITEEM and CFES	3	4	4	4	4	4.00		
		Disseminates information related to meetings	10	12	5	4	4	4.33		
PI 3	Number of documents prepared:	Prepares Trip ticket, Travel Order, Job Request	8 10 2	11 11 3	4	4	5	4.33		
		Number of documents acted upon on time	Prepares contracts of: laborers SRA RA Part timers	15 4 2 1	23 5 2 3	5	5	4	4.67	
			Prepares reimbursements voucher, payrolls, pre travel, honorarium, liquidation, leave, bills	50	137	5	5	5	5.00	
	Generates DTRs of faculty and staff		5	41	5	5	5	5.00		
	Prepares Report of Teaching Loads for Professors & Instructors		1	1	4	4	4	4.00		
	Facilitates faculty members in printing of grade sheets/Report of Grade completion	10	24	5	4	4	4.33			
	Monitors/follows-up project budget allocations and expenses	2	9	4	4	4	4.00			

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of documents filed & retrieved within 3-5 minutes	Files official documents (and maintains the filing system)	80	100	4	4	4	4.00	
PI 4	Number of office rooms maintained	Maintains cleanliness and orderliness of the office and reception area	1	1	5	5	5	5.00	
PI 5	Number of equipment maintained	Maintain the photocopier	1	1	4	5	4	4.33	
	Others::	Desktop Computer	1	2	5	5	5	5.00	
	Number of messages received and relayed	Receives and relays IP messages and telephone calls for faculty and staff	10	15	4	4	4	4.00	
	Number of communications received	Received incoming communications	40	194	5	5	5	5.00	
PI 13	Zero per cent complaint from clients served	As administrative aide and as a general public servant	Zero % complaint	100% compliant	4	4	4	4.00	
TOTAL OVERALL RATING								4.44	

Average Rating (Total Over-all rating divided by 4)		4.44
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.44
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

- Should take advance professional training skills in clerical works and work ethics.
- Encouraged to pass the Career Service Exam for a permanent job position.
- In no exemptions, must, at all time, demonstrate positive energy flow between co-workers and clients, to help maintain a team-spirited workplace.

Nevertheless, 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 INSTRUCTION

DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: CECILIO M. BENITEZ

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 processing forms such as trip tickets, travel orders, job requests, and contracts of laborers (JOs), SRAs, and RAs	Documents on-hand and ISO conformed	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
2.	Prepares vouchers, payrolls, pre-travel, honorarium, liquidation, leave, bills	Documents on-hand and ISO conformed	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
3.	Generates DTRs of faculty and staff	DTRs submitted on the prescribed period	July 2020	December 2020	December 31, 2020	Very impressive	Very Satisfactory	
4.	Facilitates faculty members in the printing of grade sheets	Grade sheets submitted on the prescribed period	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
5.	Monitors/follows-up project budget allocations and expenses	Updated project funds and resources	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
6.	Files official documents (and maintains the filing system)	Properly and orderly kept documents	July 2020	December 2020	December 31, 2020	Very impressive	Very Satisfactory	Further training on filing system to keep records properly and orderly
7.	Maintains cleanliness and orderliness of the office and reception area and maintains office equipment such as photocopier, desktop computer, and telephone	Office facilities and equipment maintained and in order	July 2020	December 2020	December 31, 2020	Very impressive	Outstanding	
8.	Receives and relays incoming communications through IP messages and telephone calls for faculty and staff	Information relayed and action taken	July 2020	December 2020	December 31, 2020	Very impressive	Very Satisfactory	Patiently double checked if communications reach to the faculty and staff concerns
9.	Attends regular and special meetings of ITEEM and CFES	Attendance to the meeting	July 2020	December 2020	December 31, 2020	Very impressive	Very Satisfactory	Patiently stayed at the meeting even if it's done late

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

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

Prepared by:

ELIZA D. ESPINOSA
Immediate Supervisor



Instrument for Performance Effectiveness of Administrative Staff

Rating Period : ^{JULY W} ~~NOVEMBER~~ – DECEMBER 2020

Name of Staff : BENITEZ, CECILIO M.

Position : ADMINISTRATIVE AIDE 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		50				

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					
Average Score	4.17				

Overall recommendation : Should take advance professional training skills in clerical works and work ethics.

Encouraged to pass the Career Service Exam for a permanent job position.

In no exemptions, must, at all time, demonstrate positive energy flow between co-workers and clients, to help maintain a team-spirited workplace.

Nevertheless, keep up the good points!

ELIZA D. ESPINOSA
Director, ITEEM

Employee Development Plan

NAME OF EMPLOYEE	CECILIO M. BENITEZ
PERFORMANCE RATING	
AIM	To improve his interpersonal relationship, document filing and written and oral communication skills.

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

Date: Sep 2020

Target Date: Sep 2020

First Step: One-on-one discussion on how to enhance his competence to assume his responsibility.

Result: The agreement was to send Mr. Benitez for seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills.

Date: Jan 2021

Target Date: March 2021

Next Step: Request to send Mr. Benitez to seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills.

Outcome: Relationship with co-workers and handling of clients improved, files easily retrieved in less than 2 minutes, and written and oral communication skills improved.

Final Step/
Recommendation: Seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


CECILIO M. BENITEZ
Ratee