



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: CAPIN, ORLAN C.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING : 4.74

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING :

FINAL NUMERICAL RATING : 4.74

ADJECTIVAL RATING : OUTSTANDING

Prepared by:


ORLAN C. CAPIN

Admin. Aide III (Lab. Tech./Tilapia

Hatchery In-Charge)

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 2022

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)









I, ORLAN C. CAPIN, Administrative Aide III (Lab.Tech.), 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, 2022.


ORLAN C. CAPIN
RATEE

Approved:


ELIZA D. ESPINOSA
DIRECTOR, ITEEM


DENNIS P. PEQUE
DEAN, CFES *ylma*

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	
MFO 4: EXTENSION SERVICES (10%)										
	PI 11. Additional Outputs	Percentage of good quality broodstock of tilapia as a result of effective hatchery management	Conducts efficient regular maintenance of the Hatchery for Tilapia production	80%	100%					As Hatchery In-Charge
UMFO 5: SUPPORT TO OPERATION SERVICES										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance with 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 with all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that the QMS core processes of the university are complied with in performing administrative tasks	zero non-conformity	zero non-conformity					

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	
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	PI 2. Zero percent complaints from clients served	Zero percent complaint from clients served	Provides customer-friendly front-line services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	PI 5. Number of monthly staff meetings attended	Number of monthly staff meetings attended	Attends meetings by ITEEM and CFES	3	6	5	5	4	4.67	
	A 48. Attendance to various virtual meetings	Attends virtual webinars		-	1	4	4	4	4	Meeting and Orientation of Proctors for VSU CAT 2022, May
	PI 6. Additional Outputs:	Number of documents prepared:								
		Number of documents for travel of personnel prepared and acted	Prepares Trip tickets and Travel Orders	-	60	4	5	5	4.67	
		Number of outgoing documents/communications recorded and forwarded to concerned offices and/or processed	Meticulously disseminates/ forwards to other units, and/or processes documents, and follows-up status	20+	60	5	5	5	5	Assists in the processing of claims/acquisitions, and other messengerial functions
		Number of incoming documents stamped and countersigned received	Stamps and countersigns incoming documents received	-	30	5	5	5	5	
		Number of activities conducted/organized, and/or actions performed as committee members/ chairpersons in support to the attainment of the university's mission	Serves as a member of the VSU CAT proctors	-	1	4	4	4	4	Proctor during VSU entrance exam, June 3-4
		Percent promptness and effectiveness in answering, responding, acting, and/or relaying messages thru any	Promptly answers/responses/ acts and/or relays daily all official communications/ messages in any format	90%	100%	5	5	5	5	

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	
		format (phone calls, IP, e-mails, SMS, messenger, etc.)								
		Number of diving tasks conducted in assistance to the extension and research functions of the Institute	SCUBA dives to assist in the CRM, artificial reef monitoring in the 5 th district of Leyte, and other research and extension activities of the AED	15	40	5 5	5 5	5 5	5 5	
		Number of SCUBA tanks filled for research and extension use	Safely refills SCUBA tanks for research and extension activities	10	104	5 5	5 5	5 5	5 5	
		Number of documents reproduced/photocopied in compliance to specific requirements	Assists in photocopying of official documents	-	50	4 4	5 5	5 5	4.67 4.67	
		Percentage of functionality of office/lab equipment monitored and maintained	Takes charge of the maintenance/management of the Marine Laboratory equipment and other facilities	90%	100%	4 4	4 4	4 4	4 4	
		Daily percentage of the cleanliness and tidiness of rooms/offices and surroundings of ITEEM Marine Laboratory	Conducts daily cleaning of the ITEEM Marine Laboratory rooms/offices and surroundings, and meticulously maintains its tidiness	80%	100%	4 4	5 5	5 5	4.67 4.67	
		Zero report and/or claims on negligence of office's safety, due to cautious inspection conducted daily before office closes	Ensures the safety of the laboratory and offices after office hours	No report/claims received	No report/claims received	5 5	5 5	5 5	5 5	
Total Overall Rating						4.63	4.87	4.75	4.73	

Average Rating (Total Over-all rating divided by 4)	18.92	4.73
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.73
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Should actively participate in some, if not all, webinars (trainings/workshops) conducted by the University, in relation to enhancing administrative functions.

Evaluated & rated by:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM

July 26, 2022

DATE

Recommending Approval:


DENNIS P. PEQUE

DEAN, CFES

8/2/22

DATE

Approved:


BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC

AFFAIRS

8-5-2022

DATE

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

“EXHIBIT I”

Performance Monitoring Form

NAME OF EMPLOYEE: ORLAN C. CAPIN


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 Trip tickets and Travel Orders	Documents on-hand and ISO conformed	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Very Satisfactory	
2.	Meticulously disseminates/forwards to other units, and/or processes documents, and follows-up status	Documents forwarded accordingly	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
3.	Serves as a member of the VSU CAT proctors	Examinees are properly guided	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Very Satisfactory	
4.	Promptly answers/responses/acts and/or relays daily all official communications/messages in any format	Information relayed and action taken	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Very Satisfactory	
5.	SCUBA dives to assist in the CRM, artificial reef monitoring in the 5 th district of Leyte, and other research and extension activities of the AED	Safe SCUBA diving conducted, and research data needed, acquired	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
6.	Safely refills SCUBA tanks for research and extension activities	SCUBA tanks refilled, safely	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
7.	Assists in photocopying of official documents	Performs photocopying on time whenever needed	January 1, 2022	June 30, 2022	June 30, 2022	Impressive	Very Satisfactory	
8.	Takes charge of the maintenance/management of the Marine Laboratory equipment and other facilities	Equipment and facilities functional at all times	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Very Satisfactory	
9.	Conducts daily cleaning of the ITEEM Marine Laboratory rooms/offices and surroundings, and meticulously maintains its tidiness	Cleanliness of the laboratory is maintained	January 1, 2022	June 30, 2022	June 30, 2022	Impressive	Satisfactory	Need to fix CRs lavatory and water supply “very important”
10.	Ensures the safety of the laboratory and offices after office hours	Safety of the building is 100% assured	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	

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
11.	Provides customer-friendly services and assistance	Provided customer-friendly services and assistance	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
12.	Actively participates in the institute's monthly and emergency meetings	Attendance at the meeting	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Very Satisfactory	

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

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

Prepared by:


ELIZA D. ESPINOSA

Immediate Supervisor 

"EXHIBIT C"

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 STAFF	ORLAN C. CAPIN

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		January 7, 2022		Notice of meeting	Submission of IPCR 2021 (July-Dec) accomplishment; for OPCR 2021 (July-Dec) consolidation of all accomplishments
		January 10, 2022		Notice of meeting	Set deadlines for outputs to be submitted: a. OPCR/IPCR targets (Jan-Dec 2022) b. Updated PDS, CV, PDF – Jan. 10, 2022
	As needed				<ul style="list-style-type: none">Follow up status and maintenance on the hatchery for tilapia production.Follow up attendance to important webinar trainings
COACHING	As needed				Give tips and advises on how to be effective on the new job assignment as admin. aide.
		Jan. 10, 2022		Notice of meeting	Cascading of the OP memo in connection to AACCUP and ISO evaluation scheduled on March 2022.
		February 4, 2022		Workshop	Below outputs to be submitted to the college for consolidation: ✓ SWOT Analysis Matrix ✓ Risk and Opportunities Assessment Matrix (ROAM) ✓ Objectives, Targets, and Programs of ITEEM

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: JANUARY – JUNE 2022

Position: ADMINISTRATIVE AIDE III

Name of Staff: CAPIN, ORLAN C.

(Lab. Tech./Tilapia Hatchery In-Charge)

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		4.75				

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						
Average Score		4.75				

Overall recommendation:

Strive and learn more on your administrative functions.

ELIZA D. ESPINOSA

Printed Name and Signature
Head of Office

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-HRM-26
V0 11-12-2021

No. 009-87

Employee Development Plan

NAME OF EMPLOYEE	ORLAN C. CAPIN
PERFORMANCE RATING	
AIM	To acquire full knowledge and capabilities on the maintenance of laboratory equipment used in the conduct of instruction, research and extension functions of the Institute.

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

Date: January 2022 Target Date: February 2022

First Step: One-on-one discussion on handling laboratory equipment, being one of his major responsibilities in the Institute. For him to scout in the internet the possibilities where he can undergo the skills training as laboratory technician was discussed.

Result: Agreed to recommend Mr. Capin for a laboratory technician's training to enhance his knowledge and capabilities on the care and maintenance of laboratory equipment. In addition, to undergo in-house training on clerical works.

Date: February 2022 Target Date: September 2022


Next Step: Submit a letter request to send Mr. Capin for a laboratory technician's training to enhance his knowledge and capabilities on the care and maintenance of laboratory equipment.

Outcome: Eligibility as laboratory technician fully-knowledgeable and capable of handling for the care and maintenance of all laboratory equipment of the Institute.

Final Step/
Recommendation: Scholarship grant and approval from the scholarship committee to attend a training for laboratory technician.

Note: Admin staff development plan from last year will be same this year with minor revisions and if budget allows for the training.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


ORLAN C. CAPIN
Ratee