

EXHIBIT P

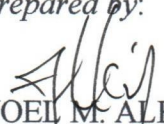
Computation of Final Individual Rating for Administrative Staff

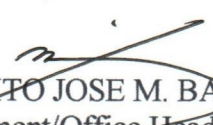
Rating Period : JULY – DECEMBER 2019

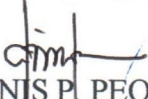
Name of Staff NOEL M. ALKUINO Position ADMINISTRATIVE AIDE III


PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58 4.59 <i>ib</i>	30%	1.37 4.38 <i>ib</i>
TOTAL NUMERICAL RATING			4.65 4.65 4.64 <i>ib</i>

EQUIVALENT NUMERICAL RATING : 4.65 4.58 4.64 ib
 Add: Additional Points, if any : _____
 TOTAL NUMERICAL RATING : _____
 FINAL NUMERICAL RATING : 4.65 4.58 4.64 ib
 ADJECTIVAL RATING : Outstanding

Prepared by:

 NOEL M. ALKUINO
 Name of Staff

Reviewed by:

 MARLITO JOSE M. BANDE
 Department/Office Head

Recommending Approval:

 DENNIS P. PEQUE
 Dean, CFES

Approved:

 BEATRIZ S. BELONIAS
 Vice-President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NOEL M. ALKUINO, 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, 2019.


NOEL M. ALKUINO

RATEE

Approved:


MARLITO JOSE M. BANDE

UNIT HEAD

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	
PI 3	No. of documents acted upon on time	Prepares: Job Request	2	3	4	4	4	4	
	No. of documents released on time	Vouchers, Letters, Payrolls, PR, Per diem, Reimbursements, TO TT, RIS, Leave, Bills, JO.	25	34	5	5	5	5	
	No. of documents/materials disseminated to appropriate offices within 5 working days	Messengerial services	30	37	5	5	5	5	
PI 5	No. of maintenance of equipment and vehicle conducted per month	Microscope, (2) SCUBA air compressor, Depth sounder, Magnetic stirrer, (3) GPS, (3) Refractometer, (18) SCUBA tank, (10) BCD, (10) Regulator, (22) Slate board, Analytical balance, Rubber boat, Current meter, Secchi disc, (8)Transect tape, Do meter, (4) Underwater camera, Muffle furnace, Oven, Refrigerator, Fumehood, Outboard engine, (10) MSF, Grab sampler, Hand corer,	100	117	5	5	5	5	

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MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PI 4	Number of academic lecture/laboratory rooms maintained:								
	Number of hours of maintenance conducted per month	Maintains the cleanliness and orderliness of the Marine laboratory Building, Library, and Hatchery, CR, and Laboratory room	100	274	5	5	5	5	
PI 9	Number of meetings attended	As ITEEM representative for biddings	2	3	4	4	4	4	
PI 13	Zero per cent complaint from clients served	Dispenses and retrieves books, laboratory supplies and equipment to staff and students.	90%	100%	5	5	5	5	
Additional output:									
	Number of teaching evaluation facilitated	Serves as evaluation facilitator for Teachers Evaluation for Students	15	18	5	5	5	5	

Average Rating (Total Over-all rating divided by 4)	4.67	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.67	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

Should undergo a training on laboratory equipment maintenance to improve his knowledge and skills in handling & maintaining such equipment

Evaluated & rated by:

MARLITO JOSE M. BANDE

DIRECTOR, ITEEM

21 January 2020

DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR INSTRUCTION

DATE

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – DECEMBER 2019

Name of Staff NOEL M. ALKUINO

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 improvement of his work accomplishment	⑤	4	3	2	1
12.	Willing to be trained and developed	⑤	4	3	2	1
Total Score		55				

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – DECEMBER 2019

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		55				
Average Score		4.58				

Overall recommendation : Should keep accurate records of all the equipment and its corresponding in-charge for easy retrieval when needed.

MARLITO JOSE M. BANDE
Name of Head

EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	NOEL M. ALKUINO
PERFORMANCE RATING	
AIM	To enhance his knowledge and skills on maintaining scuba diving gears and marine laboratory equipment.

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

Date: July 2019

Target Date: September 2019

First Step: One-on-one discussion on how to enhance his competence to assume his responsibility as Admin Aide III and, at the same time acting as laboratory technician in the Aquatic Ecosystems Division

Result: The agreement was to send Mr. Alkuino for training on marine laboratory equipment maintenance, specifically on scuba diving gears

Date: September 2019

Target Date: November 2019

Next Step: Request to send Mr. Alkuino to a training on marine laboratory equipment maintenance, specifically on scuba diving gears

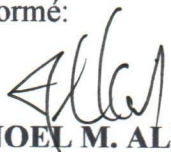
Outcome: Improved Mr. Alkuino's knowledge and skills on handling and maintaining scuba diving gears

Final Step/
Recommendation: Training on marine laboratory equipment maintenance training specifically on scuba diving gears

Prepared by:


MARLITO JOSE M. BANDE
Unit Head

Conformé:


NOEL M. ALKUINO
Ratee