



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: BENITEZ, CECILIO M.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING : 4.73


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING :

FINAL NUMERICAL RATING : 4.73

ADJECTIVAL RATING : OUTSTANDING

Prepared by:


CECILIO M. BENITEZ
Administrative Aide I (Clerk)
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CECILIO M. BENITEZ, *Administrative Aide 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, 2022.


CECILIO M. BENITEZ

RATEE

















Approved:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM


DENNIS P. PEQUE

DEAN, CFES 

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 5: SUPPORT TO OPERATION SERVICES										
OVPI MFO 4. Program and Institutional Accreditation Services										
	<u>PI 8.</u> 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	<u>A 44.</u> 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	 	 	 	 	
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	<u>PI 1.</u> Submission of Institute PPMP for the following year within the deadline as prescribed by BAC	On-time submission of PPMP	Drafts and finalizes PPMP for general funds, trust funds, and project/research funds	On-time submission	Submitted on time	 	 	 	 	

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 2. Zero percent complaints from clients served	Zero percent complaints from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	Zero % complaint	✓	✓	✓	✓	
	PI 5. Number of staff meetings attended	Number of monthly staff meetings attended	Attends meetings by ITEEM and CFES	3	6	✓	✓	✓	✓	ITEEM faculty and staff meetings: Jan.10,25, Feb. 4,18, Apr. 28, May 13
		A 48. Attendance to various virtual meetings	Attends virtual webinars	-	11	✓	✓	✓	✓	* Pre-procurement Conf., Feb 7 * Pre-bidding Conf., March 1 * Bid Opening, March 16 * Meeting and Orientation of Proctors for VSU CAT 2022 *Orientation on SSS Programs & benefits, May 12 * Pre-bidding Conf., June 3 * Pre-bidding conf., June 6 * Bid Opening, June 16 *Bid Opening, June 20 *Pre-bidding opening, June 22 *Bid Opening, July 7
	I 6. ADDITIONAL OUTPUTS:	Number of documents prepared:								
		<i>Number of reports of Actual Teaching Loads prepared</i>	Prepares Report of Actual Teaching Loads	2	2	4	4	4	4	
		<i>Number of IPCR prepared</i>	Prepares IPCR, targets, and accomplishments	2	2	4	4	4	4	
		<i>Number of contracts for JO personnel, and payrolls prepared</i>	Prepares Job Order contracts and payrolls for laborers, SRA, Part-time instructors	10	74	✓	✓	✓	✓	
		<i>Number of documents for travel of personnel prepared</i>	Prepares Trip tickets and Travel Orders	40	81	✓	✓	✓	✓	
		<i>Number of documents for the acquisition of office/ field/laboratory supplies, materials, etc., prepared</i>	Prepares claim documents (PRs + other supporting forms, and documents, and job requests)	40	50+	✓	✓	✓	✓	

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		<i>Number of DTRs generated</i>	Generates DTRs of faculty and other staff	18	42	✓	✓	✓	✓	
		<i>Number of grade sheets/reports of grade completions printed</i>	Prints grade sheets/Report of Grade Completions	5	76	✓	✓	✓	✓	
		Number of fund allocations monitored (project, and general funds)	Diligently monitors project and general fund allocations	2	8	✓	✓	4	4.67	CHED; NRCRM; NRTSP; Kalahi; Nature Park; NRM P1719-3; Aquilaria project; and, ITEEM funds
		<i>Number of financial reports on the status of the project and general fund allocations submitted to the project leaders and the ITEEM Director, respectively (at least by quarter)</i>	Secures from the accounting office financial reports on the status of project funds and general funds, and submits them to project leaders/Institute Director	2	5	✓	4	4	4.33	NRCRM, NRTSP, Kalahi, NRM ITm 1517, ITEEM general funds
		3-5 minutes retrieving of documents filed	Effectively files official documents	Files, 1-5 minutes retrievable	Files, 1-5 minutes retrievable	✓	✓	4	4.67	
		Number of outgoing documents/communications recorded	Records outgoing documents	100	150+	4	✓	✓	4.67	
		<i>Number of incoming documents stamped and countersigned received</i>	Stamps and countersigns incoming documents received	50	50+	✓	✓	✓	✓	
		Number of official e-mails acted	Checks & act official e-mails	100	100+	✓	✓	✓	✓	
		Percent promptness and effectiveness in answering, responding, acting, and/or relaying of messages thru any format (phone calls, IP, e-mails, SMS, messenger, etc.)	Promptly answers/ responses/acts and/or relays official communications/ messages received thru any format	90%	100%	4	4	4	4	

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		Number of documents scanned and/or photocopied	Scans and/or assists in the photocopying of documents	100	100+	4 4	5 5	5 5	4.67 4.67	
		Percentage of the functionality of office/lab equipment monitored and maintained	Maintains the photocopier and the assigned desktop computer	90%	100%	4 4	5 5	5 5	4.67 4.67	
		Zero report and/or claims on the negligence of office's safety, due to cautious inspection conducted daily before the office closes	Also takes responsibility for the safety of the office	No report/claims received	No report/claims received	5 5	5 5	5 5	5 5	
TOTAL OVERALL RATING						4.73	4.82	4.73	4.76	

Average Rating (Total Overall rating divided by 4)	19.03	4.76
Additional Points:		
Punctuality		
Approved Additional points (with a copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Attendance to webinars/face-to-face trainings/workshops conducted by the University, to be more equipped in job-related skills.

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

"EXHIBIT I"

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 office documents such as trip tickets, travel orders & job requests, and contracts of part-time instructors, laborers (JOs), SRAs, and RAs	Documents on-hand and ISO conformed	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
2.	Prepares reimbursement vouchers, payrolls, pre-travel, honorarium, liquidation, leave, bills	Documents on-hand and ISO conformed	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
3.	Generates DTRs of faculty (1) and staff (1), and facilitates faculty members in the printing of grade sheets	DTRs and grade sheets submitted on the prescribed period	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
4.	Monitors/follows-up project budget allocations and expenses	Updated project funds and resources	January 1, 2022	June 30, 2022	June 30, 2022	Needs Improvement	Very Satisfactory	Systematic in monitoring
5.	Files official documents (and maintains the filing system)	Properly and orderly kept documents	January 1, 2022	June 30, 2022	June 30, 2022	Impressive	Very Satisfactory	
6.	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	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Very Satisfactory	
7.	Receives and relays incoming communications through IP messages and telephone calls for faculty and staff	Information relayed and action taken	January 1, 2022	June 30, 2022	June 30, 2022	Very Impressive	Outstanding	
8.	Attends regular and special meetings of ITEEM and CFES	Attendance to the meeting	January 1, 2022	June 30, 2022	June 30, 2022	Impressive	Very Satisfactory	Actively participates in the discussion

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

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

Prepared by:

ELIZA D. ESPINOSA
Immediate Supervisor

"EXHIBIT G"

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 FACULTY	CECILIO M. BENITEZ

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">Ensures that submission of all official documents (PPMP, contracts and other important papers) is done on time and should follow ISO process.Follow up attendance to important webinar meetings
COACHING		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 I

Name of Staff: BENITEZ, CECILIO M.

(Clerk)

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		4.67				

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		4.67				

Overall recommendation:

- Attendance to seminars/workshops on personality development and enhancement of job-related skills;
- Be open-minded.

ELIZA D. ESPINOSA

Printed Name and Signature
Head of Office

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: Jan 2022

Target Date: Jan 2022

First Step:

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

Result:

The agreement was to recommend Mr. Benitez for seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills and work ethics. A face-to-face attendance to seminars was discussed and highly suggested.

Date: July 2022

Target Date: September 2022

Next Step:

Request to recommend Mr. Benitez to attend 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.

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:


CECILIO M. BENITEZ
Ratee