



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: JESIBEL L. MUERTIGUE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.48
2. Supervisor/Head 's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
TOTAL NUMERICAL RATING			4.97

TOTAL NUMERICAL RATING: 4.95

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.95

FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

JESIBEL L. MUERTIGUE
Name of Staff

Reviewed by:

ARTURO E. PASA
Unit Head

Recommending Approval:

ARTURO E. PASA
Dean

Approved:

ROTACIO S. GRAVOSO
Vice President



Approved

Ratee

Dean, CFES

[illegible]

Efficient and customer friendly frontline service	0% complaint from client served	Frontllining	Frontline services	no complaint	no complaint (100%)	5	5	5	5	Based from customer feedback report July to December 2024
Student Services	Number of documents requested by students served	Clerical	Prepared and facilitated documents for approval	9 (4)	20/4 (500%)	5	5	5	5	Communication letters for conduct of thesis, grade concerns & others
Secretariat Works										
	Number of faculty workload for the Academic Calender 2023-2024 received and facilitated for Deans signature	Receive and Facilitate	Checks the IFW and forward to the Office of the President for Academic Affairs	9 (4)	20/4 (500%)	5	5	5	5	DFS Faculty 12; ITEEM Faculty 8
	Number of accomplishment reports encoded facilitated and submitted	Encode and print	Encoded and submits accomplishment reports for submission	15 (7)	18/7 (257%)	4.5	4.5	4.5	4.5	Dean's Accomplishment Report, CFES Annual Report, AR for JOs
	Number of Outgoing communications prepared	Encoding and printing	Encodes and prints outgoing communications	33 (16)	35/16 (219%)	5	5	5	5	Financial Requests, Transmittals, Nominations etc.
	Number of Incoming and Outgoing documents recorded & released	Recording	Records Incoming and outgoing documents	33 (16)	250/16 (1563%)	5	5	5	5	Internal and External Documents
	Number of OPCR, IPCR, prepared, reproduced and submitted	Preparation and submission of documents	Encodes, prepares, reproduces and submits IPCR and OPCR	5 (2)	Not applicable for this period					Already transferred to another office
	Job Requests Preparation	Preparation and Submission of Job Requests	Prepares and Submits Job Requests to Concerned Units	4 (2)	5/2 (250%)	5	5	5	5	CFES Rewiring, Fabrication, Hauling, and Electrical Works
	Number of Standard government forms	Preparation and submission of standard government forms	Prepares and submits standard government forms	13 (6)	35/6 (583%)	5	5	5	5	SALN, DTRs, Application for Leave, Travel Order
	Number of Purchase Requests, PPMPs prepared and submitted	Preparation of PR's and PPMPs	Prepares and Submits PRs and PPMPs	3 (1)	7/1 (700%)	5	5	5	5	PPMPs 2; PRs 5

	Number of Payrolls prepared	Preparation and submission of Payrolls	Prepare and submits Payrolls of JO	13 (6)	12/6 (200%)	5	5	5	5	DRRM Project JO payroll
	Number of Financial documents prepared and submitted	Preparation and submission of financial documents	Prepare and submits financial documents	13 (6)	12/6 (200%)	5	5	5	5	Travel CAs, Reimbursements and Liquidation; Petty Cash Cas, Replenishments & Liquidation
	Number of CFES documents consolidated/filed	Consolidate/ file	Consolidates and files documents	23 (11.5)	15/11 (136%)	5	5	5	5	Exit Survey for CFES Graduates, Graduate Employment Status, Faculty Development Plan, Year End Assessment
Other Services										
Total Over-all Rating				4.97						

al Over-all rating divided by 4)		
Additional Points		
ints (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Evaluated and Rated by:

ARTURO E. PASA

Dean, CFES

Date: _____

Comments and Recommendations for Development Purpose:

Keep up the good work

Approved by:

ROTACIO S. GRAVOSO

VP for Academic Affairs

Date: _____

Performance Monitoring and Coaching Journal

	1 st	Q U A R T E R
	2 nd	
√	3 rd	
√	4 th	

NAME OF OFFICE	COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE
SUPERVISOR	DR. ARTURO E. PASA
NAME OF STAFF	JESIBEL L. MUERTIGUE

	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
4MONITORING	June & July 2024		OP MC #s 187, 184 & 183, series of 2024. OP MC # 113 & 214 series of 2024. OP MC #273 s. of 2024.	Email	<ul style="list-style-type: none">Follow up on the data of Semi Annual and Quarterly Report for 2024 for consolidation and submission to the higher offices.Prepares JO Contract for July to December 2024.Ask update on the Annual Report for each department for consolidation
		July & December 2024	OVPAAC MC # 18, 26, series of 2024	Email and group chat	<ul style="list-style-type: none">Follow up and helps remind the faculty on the deadlines for some outputs to be submitted:<ul style="list-style-type: none">Course syllabi for 1st Semester SY 2024-2025.TOS for the Midterm Exam and Finals 1st Semester SY 2024-2025.
		September & October 2024	OPVAF Memo # , series of 2024	Email and group chat	Prepares data for the submission of Indicative PPMP 2024
		August 2024	OVPAAC Advisories	Email and group chat	<ul style="list-style-type: none">Assist the dean in monitoring an update regarding the


					preparation of Commencement Exercise
		July to December 2024		Notice of Meeting	Involvement of CFES Committee
		July to December 2024		Email and group chat	<ul style="list-style-type: none"> Prepares vouchers, PRs, PPMPs, students related requests, communications (incoming & outgoing), job requests, payrolls, and other important documents.
COACHING		July to December 2024		Notice of Meeting/Email	Reminds faculty to attend CFES Faculty Meeting and sends invitation.
	October 2024	October 2024		Email and group chat	Preparation for ISO Internal Audit.

NOTE: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ARTURO E. PASA
 Dean, CFES

Noted by:


ROTACIO S. GRAVOSO
 VP for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JUL	AUG	SEP	OCT	NOV	DEC	
MFO 4. Administration Services	Signs appointments, requests, certificates, travel orders, application for leave, students related docs & etc.	<i>AEPasa</i>	July to December 2024	Annual Report, Contract of Services, Performance Target	Registration forms for enrollment as course adviser, shifting form, readmission	SRC appointment and nomination	Approval sheet & routing slip for outline	thesis defense evaluation form	Routing slip, transmittal, approval sheet, & defense evaluation sheet for manuscript. Grade sheets.	Enrolment, graduation requirements, & other administrative documents. (Signed on time)
	Approval for Financial Matters	<i>AEPasa</i>	July to December 2024	Dean	Dean	Dean	Dean	Dean	Dean	Reimbursement, Replenishment, Payment Vouchers & PR & PPMP, job order Contracts, bills (Timely approval)
	Attend meetings	<i>All CFES Faculty</i>	July to December 2024	All CFES Faculty	All CFES Faculty	All CFES Faculty	All CFES Faculty	All CFES Faculty	All CFES Faculty	Departments, College, & University Meetings (always present except if on OB or on leave)
	Prepares minutes of meetings.	<i>ABOrias</i>	July to December 2024	Once		Twice	Once		Once	As College Secretary
	Reviews communications, letters.	<i>AEPasa</i>	July to December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Except When on Official

	requests and appointments									Business/Seminars/Workshops
	Releases students' forms, certifications, permits and other communications.	JLMuertigue/CPGodoy	July to December 2024	Daily	Daily	Daily	Daily	Daily	Daily	ISO registered forms, Incoming and outgoing CFES Communications
	Delivers, processes and facilitates documents	CPGodoy	July to December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for JO, job request, Monthly Financial report
	Records and releases documents.	JLMuertigue/CPGodoy	July to December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Mernos, Financial Reports, Student forms, Incoming and outgoing documents
	Photocopies documents and any other communications.	JLMuertigue/CPGodoy	July to December 2024	Daily	Daily	Daily	Daily	Daily	Daily	Payrolls, Mernos, Letters, Appointments, Journals
	Opens and closes classrooms and offices.	CPGodoy	July to December 2024	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily 1 office 6 Classrooms 4 cr's	Daily opening and closing of rooms and offices for cleaning maintenance, except during weekends.
	Assists in the supervision of construction workers.	CPGodoy	July to December 2024						Construction of riprap at the back of CFES building	Still ongoing

	Keeps and maintains the confidentiality of personal records	JLMuertigue	July to December 2024	PDS, PDF, Resume DTR	DTR Grade Sheets	DTR SALN	DTR SALN	DTR	DTR Grade Sheets	Personal files are always kept privately.
	Facilitates outgoing and incoming ISO generated forms	CPGodoy JLMuertigue	July to December 2024	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Communications, Accomplishment Report for Projects, Monitoring Forms, OVPAA Forms, ODIE Forms, OUR forms	Documents for instructions, research, extension, and administrative matters are regularly facilitated.

Prepared by:


ARTURO E. PASA
Unit Head

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, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Keep up the good work.
2	Follow up vouchers, purchase requests, student's related concerns and other request of the office.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Impressive	Very Satisfactory	Good work.
3	Maintains the proper arrangement of files in the office.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Keep up the good work.
4	Monitors the incoming and outgoing documents for record purposes.	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Keep up the good work.
5	Assists and monitors the delivery of requested documents on time	Very Impressive	July 1, 2024	December 31, 2024	December 31, 2024	Very Impressive	Outstanding	Good work.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


ARTURO E. PASA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Jesibel L. Muertigue
Performance Rating : 4.95 (Outstanding) July to December 2024

Aim: To help prepare and facilitate the office documents related to students, faculty, staff and other administrative matters in accordance with 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 2024

Target Date: September 2024

First Step:

Monitor Ms. Muertigue's performance regarding the preparation and 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.

Date: October 2024

Target Date: December 2024

Next Step:

One-on-one meeting with Ms. Muertigue

Outcome:

Her performance specific to document preparation has improved more. She also performed tasks that are outside of her job description specially during the VSU Centennial Celebration.

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:

ARTURO E. PASA

Unit Head

Conforme:

JESIBEL L. MUERTIGUE

Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2024

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 (<i>both for subordinates and supervisors</i>)		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

N/A



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		54				
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		4.91				
Overall recommendation:						


ARTURO E. PASA
 Immediate Supervisor