



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: JESIBEL L. MUERTIGUE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: 4.77
Add: Additional Approved Points, if any: -
TOTAL NUMERICAL RATING: 4.77

FINAL NUMERICAL RATING 4.77

ADJECTIVAL RATING: Outstanding

Prepared by:

JESIBEL L. MUERTIGUE
Name of Staff 1/12/24

Reviewed by:

DENNIS P. PEQUE
Dean, CFES 1/29/24

Recommending Approval:

DENNIS P. PEQUE
Dean/Director 1/12/24


Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ms. Jesibel L. Muertigue**, of the **College of Forestry and Environmental Science** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July to December, 2023**.


JESIBEL L. MUERTIGUE
Ratee *11/8/24*

Approved: 
DENNIS P. PEQUE
Dean, CFES *11/12/24*

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Annual Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
Advanced & Higher Education Services	Number of Gradesheets received and facilitated	Receive and Facilitate	Receive and facilitate gradesheets from departments for submission to Graduate School and Registrar's Office	9	N/A					Accomplished during the 1st half (Jan-June, 2023)
	Number of Assessment Slip facilitated and distributed	Facilitates the distribution of students assesment slip	Facilitates, records, distribute student's assessment slip	6	220/3 (7333%)	5	5	5	5	150 BSF, 70 BSES
	Number of accomplishment report received and facilitated	Receive and Facilitate	Receive and facilitate accomplishment report from departments for submission to RSPPRO	6	35/3 (1167%)	5	5	5	5	4 ITEEM Part-timers, 3 DFS Part-timer
	Number of Table of Specifications received and facilitated	Receive and Facilitate	Receive and facilitate table of specifications from departments for submission to ODIE	6	18/3 (600%)	5	5	5	5	DFS 8, ITEEM 10
	Number of Student's Clearance requests printed and facilitated	Print and Facilitate	Print and facilitate Student's Clearance from departments for submission to the corresponding offices for signature	6	3/3 (100%)	5	5	5	5	2 BSES, 1 BSF graduating students for 1st Sem SY 2023-2024
	Number of Student's Routing Slip, Transmittal, Approval Sheet facilitated for Deans signature	Facilitate	Facilitate Students Routing Slip, Transmittal, Approval Sheet, etc. from departments for submission to the corresponding offices	8	3/4 (75%)	2	2	2	2	2 BSES, 1 BSF graduating students for 1st Sem SY 2023-2024

General Administration and Support Services										
Efficient and customer friendly frontline service	0% complaint from client served	Frontlining	Frontline services	no complaint	no complaint	5	5	5	5	based from July to November 2023 customer feedback report
Student Services	Number of documents requested by students served	Clerical	Prepared and facilitated documents for approval	8	51/4 (1275%)	5	5	5	5	Routing Slip,LOA, App. for Readmission, Shifting form etc.
Secretariat Works										
	Number of faculty workload for the Academic Calender 2023 received and facilitated for Deans signature	Receive and Facilitate	Checks the IFW and forward to the Office of the President for Academic Affairs	8	15/4 (375%)	5	5	5	5	8 DFS, 7 ITEEM
	Number of accomplishment reports encoded facilitated and submitted	Encode and print	Encoded and submits accomplishment reports for submission	14	18/7 (257%)	5	5	5	5	18 CFES (SRAs, Laborers, Deans, CPG)
	Number of Outgoing communications prepared	Encoding and printing	Encodes and prints outgoing communications	30	29/15 (193%)	5	5	5	5	CFES Communications and OIC Letters
	Number of Incoming and Outgoing documents recorded & released	Recording	Records Incoming and outgoing documents	30	155/15 (1033%)	5	5	5	5	Communications from PENR, DFS, ITEEM, DENR, PAFERN, VSU Offices, etc.
	Number of OPCR, IPCR, prepared, reproduced and submitted	Preparation and submission of documents	Encodes, prepares, reproduces and submits IPCR and OPCR	5	4/2.5 (160%)	5	5	5	5	DPP, CPG, JLM's IPCR and CFES OPCR (July-Dec 2023 Accomplishments)
	Job Requests Preparation	Preparation and Submission of Job Requests	Prepares and Submits Job Requests to Concerned Units	3	2/1.5 (133%)	5	5	5	5	Water faucet, water line
	Number of Standard government forms	Preparation and submission of standard government	Prepares and submits standard government forms	10	49/5 (980%)	5	5	5	5	18 DTRs, 7 App. For Leave, 2 PDS, 22 TO's
	Number of Purchase Requests, PPMPs prepared and submitted	Preparation of PR's and PPMPs	Prepares and Submits PRs and PPMPs	2	3/1 (300%)	5	5	5	5	Meals (CFES C & I Review, Uplifting Activity of DFS) & Supplies for 2024

	Number of Payrolls prepared	Preparation and submission of Payrolls	Prepare and submits Payrolls of JO	10	12/5 (240%)	5	5	5	5	SRA's & Laborers Payroll for July to December 2023
	Number of Financial documents prepared and submitted	Preparation and submission of financial documents	Prepare and submits financial documents	10	7/5 (140%)	5	5	5	5	RCCRDC Vehicle Flat rate, DPP's Reimbursement, Liquidation, Cash Advance for Travel, JLM's Liquidation
	Number of CFES documents consolidated/filed	Consolidate/ file	Consolidates and files documents	20	8/10 (80%)	2	2	2	2	Curriculum and Instruction Review, Operational Planning, SCUAA Accomodation, R & D Budget Proposal
Other Services										
Total Over-all Rating									84	

al Over-all rating divided by 4)		
Additional Points		
nts (with copy of approval)		
FINAL RATING		4.72
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purpose:

Continue to perform excellently. You have good attitude towards work.

Evaluated and Rated by:

DENNIS P. PEQUE

Dean, CFES

Date: 1/12/24

Approved by:

BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: 01/19/24

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, 2023	December 31, 2023	December 31, 2023	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, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	Good work.
3	Maintains the proper arrangement of files in the office.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Keep up the good work.
4	Monitors the incoming and outgoing documents for record purposes.	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Keep up the good work.
5	Assists and monitors the delivery of requested documents on time	Very Impressive	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	Good work.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


DENNIS P. PEQUE

Unit Head 11/12/24



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

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 (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		34				

N/A

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		4.91				

Overall recommendation : Keep that good working attitude in you!


DR. DENNIS P. PEQUE
 Printed Name and Signature
 Head of Office

"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	COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE
SUPERVISOR	DR. DENNIS P. PEQUE
NAME OF STAFF	JESIBEL L. MUERTIGUE

	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING	July to December 2023		OP MC #s 123, 168 s. of 2023	Email	<ul style="list-style-type: none">Follow up on the data of Semi Annual and Quarterly Report for 2023 for consolidation.Prepares JO Contract for July – December 2023.Ask update on the RDI Semi Annual Report for each department for consolidation.Follow up on the submission of PIA and Citizen’s Charter
		July & August 2023	OP Memo #s 694 s. 2023. OVPAA MC # 32 s. 2023.	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 2023-2024TOS for the Midterm Exam and Finals SY 2023-2024 1st semesterDeadline of the submission of final grades for 2nd SY Sem 2022-2023.Data for Annual Report, IPCR, and OPCR.
		August & December 2023	OPVAF Memo # 04 & 12, series of 2023	Email and group chat	<ul style="list-style-type: none">Prepares data for the submission of PR & PPMP for 2024Reminds on the deadlines of financial documents.
		July & September 2023	OVPAA MC #s 29, 43, OP MC # 111	Email and group chat	<ul style="list-style-type: none">Assist the dean in monitoring the updated of submission of IFW for 1st Sem 2023-2024.Assist the dean on reminding the academic advisers of their role during

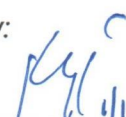
					enrollment and on submission of graduation reqts for 2 nd sem SY 2023-2024. • Helps remind the students on the conduct of TPES for 2 nd sem SY 2022-2023
		July 2023, August 2023, October 2023		CFES MC No. 01 s. 2023	Assists in the preparation of the conduct of CFES Students Onboarding SY 2023-2024 and CFES Curriculum and Instruction Review 2023. Helps in the facilitation of the SUC Delegates for SCUAA
		July-December 2023		Email and group chat	• Prepares vouchers, PRs, PPMPs, students related requests, communications (incoming & outgoing), job requests, payrolls, and other important documents.
COACHING		March 2023 & April 2023		Notice of Meeting/Email	Reminds faculty to attend CFES Faculty Meeting and sends invitation.
	July 2023		OVPAF MC #12	Email and group chat	• Correction on the processing of Payrolls and Vouchers • Cascading of ISO Procedure Manuals and attended core dDRC meeting. • Encouraged to attend university programs, meetings, seminars, trainings, workshops, etc.

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

Conducted by:


DENNIS P. PEQUE
 Dean, CFES 11/12/24

Noted by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs 11/19/24

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Jesibel L. Muertigue
Performance Rating : 4.77 (Outstanding) July-December 2023

Aim: To help prepare and facilitate the office documents related to students, faculty, staff and other administrative matters in accordance to 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 2023

Target Date: September 2023

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 2023

Target Date: December 2023

Next Step:

One-on-one meeting with Ms. Muertigue

Outcome:

Her performance specific to document preparation has improved more.

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:

DENNIS P. PEQUE

Unit Head 11/12/24

Conforme:

JESIBEL L. MUERTIGUE

Ratee 11/12/24