

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JANUARY – JUNE 2018

Name of Staff ANGELITA B. ORIAS

Position AGRICULTURAL TECHNICIAN I

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	30%	1.500
TOTAL NUMERICAL RATING			4.958

EQUIVALENT NUMERICAL RATING : 4.958  
Add: Additional Points, if any :  
TOTAL NUMERICAL RATING : 4.958  
FINAL NUMERICAL RATING : 4.958  
ADJECTIVAL RATING : Outstanding

Prepared by:

ANGELITA B. ORIAS  
Name of Staff

Reviewed by:

MARLITO M. BANDE  
Department/Office Head

Recommending Approval:

DENNIS P. PEQUE  
Dean, CFES

Approved:

BEATRIZ S. BELONIAS  
Vice-President for Instruction

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Position: AGRICULTURAL TECHNICIAN

SAIRO, S ATLEONA 11612 to 11614

| PARTICULARS  | NUMERICAL RATING | PERCENTAGE WEIGHT | EQUIVALENT NUMERICAL RATING |
|--|------------------|-------------------|-----------------------------|
| (1)  | (2)              | (3)               | (2 x 3)                     |
| 1. Numerical Rating per BOK  | 4-4-4            | 75%               | 30.00                       |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5.0              | 25%               | 12.50                       |
|  |                  |                   | 42.50                       |

DUTT &amp; JADAVUM THERAVUDDI

Additional Points: 100%

TOTAL NUMERICAL RATING

# FINAL NUMERICAL RATING

ADJECTIVAL PHRASE

2019-2020

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Department Office File  
WALTER M. BAUDE

Name of Staff ANGELITA B. ORIAS

[illegible]

DEPT. OF THE ARMY  
WASHINGTON, D. C.

## Background

REARTRIS S. DE OMAS  
Vice-President for Instruction

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ANGELITA B. ORIAS, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) 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, 2018.

  
ANGELITA B. ORIAS  
RATEE

Approved:   
MARLITO M. BANDE  
UNIT HEAD

| MFO & PAPs  | Success Indicators  | Tasks Assigned   | Target  | Actual Accomplishment | Rating         |                |                |                | Remarks  |
|-------------|---|--|---------|-----------------------|----------------|----------------|----------------|----------------|--|
|             |   |  |         |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
| UMFO 2      | HIGHER EDUCATION SERVICES   |  |         |                       |                |                |                |                |  |
| ITEEM MFO 1 | Curriculum Program  |  |         |                       |                |                |                |                |  |
| PI 1        | FTE   | Teaches the course: SY 2017-2018 (1 <sup>st</sup> Semester)<br>▪ Senior High School (DRRR 122) | 2.0     | 4.60                  | 5              | 5              | 5              | 5              | DRRR 122   |
| PI 8        | Number of student organizations/student dormitory advised<br><br>▪ No. of hours spent for student organization<br>▪ No. of organization advised | Advising   | 15 mins | 120 mins              | 5              | 5              | 5              | 5              | HOMES and Mariposa Ladies Dormitory  |
|             |   | Advising   | 1       | 2                     |                |                |                |                |  |
| PI 9        | Number of instructional materials developed   | Revised/Updated new/existing Course Syllabi  | 1       | 1                     | 4              | 4              | 4              | 4              | DRRR 122   |
| UMFO 3      | RESEARCH SERVICES   |  |         |                       |                |                |                |                |  |
| PI 2        | Number of research outputs presented in local/regional/national /international fora/ conferences  | Oral Presenter   | -       | 1                     | 5              | 5              | 5              | 5              | Int'l Conference of Environmental and Rural Development  |
| PI 3        | Number of research project/study conducted  | Study Leader   | -       | 1                     | 5              | 5              | 5              | 5              | Project: Development of a Rainforestation Research and Training Site to Scale-up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte<br>Study 3: Impact of Leaf Litter Addition to the Growth Performance and Soil Organic Carbon of Early Successional Species Planted in the Marginal Uplands of Inopacan, Leyte |

“ACADEMIA” OF THE INSTITUTE OF PUBLIC ECOLOGY & ENVIRONMENTAL SCIENCE IN HELSINKI, FINLAND, TO DEFINE AND AGREE TO BE USED.

1910

|      |  |               |   |   |   |   |   |   |   |   |
|------|--|---------------|---|---|---|---|---|---|---|---|
| bl 3 | Number of research projects/contract completed | Annual Report | - | 1 | 2 | 2 | 2 | 2 | 2 | Indicators include:<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- Number of projects completed in the reporting period<br>- 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| MFO & PAPs | Success Indicators   | Tasks Assigned  | Target | Actual Accomplishment | Rating         |                |                |                | Remarks  |
|------------|--|---|--------|-----------------------|----------------|----------------|----------------|----------------|--|
|            |  |   |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
| PI 6       | Number of studies presented  | Oral Presenter  | –      | 1                     | 5              | 5              | 5              | 5              | Int'l Conference of Environmental and Rural Development  |
| PI8        | Number of research studies institutionally funded                                    | Study Leader  | –      | 1                     | 5              | 5              | 5              | 5              | Impact of Leaf Litter Addition to the Growth Performance and Soil Organic Carbon of Early Successional Species Planted in the Marginal Uplands of Inopacan, Leyte  |
| PI 9       | Additional outputs:  |   |        |                       |                |                |                |                |  |
|            | Number of exchange scholars/researchers/visiting professors assisted                 | Assisted visiting professor and researcher                                  | –      | 2                     | 5              | 5              | 5              | 5              | Dr. David Neidel (visiting researcher-Yale); For. Thaddeus Martines (researcher-HARIBON Foundation)  |
|            | Number of research articles submitted for publications                               | Corresponding author  | –      | 1                     | 5              | 5              | 5              | 5              | Policy and Socio-ecological Assessment of the Integrated Social Forestry Program after 25 Years of Implementation in St. Bernard, Southern Leyte, Philippines  |
|            | Number of MOAs prepared and assisted   | Drafted and submitted MOA to the Legal Office for review                    | 2      | 5                     | 5              | 5              | 5              | 5              | VSU-LGU Hindang, VSU-LGU Cabucgayan, VSU-LGU Pilar, VSU-ZSL, VSU-Naval State University  |
|            | Number of accomplishment reports submitted   | Prepares and submitted accomplishment report                                | 1      | 2                     | 5              | 5              | 5              | 5              | RDE Accomplishment Report, ITEEM Annual Report   |
| UMFO 4     | EXTENSION SERVICES   |   |        |                       |                |                |                |                |  |
| PI 1       | Number of person-days trained weighted by length of training                         | Resource Person/Coordinator/Facilitator                                     | 75     | 623                   | 5              | 5              | 5              | 5              | Rainforestation Training in Inopacan and Hindang, Seminar on Rainforestation Technology (VSU Anniversary), WWF Rainforestation Study Tour in VSU, Forum on Conflict of Natural Resources Management and Utilization, Scouting Movement (VIFES) |
| PI 2       | Number of trainings conducted  | Resource Person/Coordinator/Facilitator                                     | 1      | 4                     | 5              | 5              | 5              | 5              | Rainforestation Trainings, Seminar on Rainforestation Technology, WWF Rainforestation Study Tour in VSU, Forum on Conflict of Natural Resources Management and Utilization   |
| PI 3       | Number of IEC materials/Rainforestation development plan/technoguides developed/used | Conceptualized the content and lay-out the IEC materials (i.e., tarpaulins) | –      | 5                     | 5              | 5              | 5              | 5              | Guisok-guisok description, Steps in Building Sustainable and Climate Resilient Community, Tarpaulin for the anniversary: Extension output, recognitions and publications for RFRI, Research Output   |
| PI 4       | Number of beneficiaries served   | Technical Person/Coordinator/Facilitator                                    | 75     | 506                   | 5              | 5              | 5              | 5              | Rainforestation Trainings Seminar on Rainforestation Technology, WWF Rainforestation Study Tour in VSU, Forum on Conflict of Natural Resources Management and Utilization, Scouting Movement (VIFES)   |
| PI 5       | Number of technical/expert services  | Technical Person  | 2      | 7                     | 5              | 5              | 5              | 5              | Rainforestation Trainings, Students, Farmers and Researchers Cross visits in RF, RISE Feedbacking  |
| PI 6       | Number of extension projects/components conducted                                    | Component Leader  | –      | 1                     | 5              | 5              | 5              | 5              | Advocacy and Monitoring of Rainforestation Adopters in the Philippines (Mainstreaming of Rainforestation in the Philippines)   |
| PI 11      | Additional outputs:  |   |        |                       |                |                |                |                |  |
|            | Number of scientific fora attended as speaker/resource persons                       | Resource Person   | –      | 1                     | 5              | 5              | 5              | 5              | Impact of Climate Change in Terrestrial Ecosystem, and Conservation Agriculture  |



| MFO & PAPs         | Success Indicators   | Tasks Assigned   | Target | Actual Accomplishment | Rating         |                |                |                | Remarks  |
|--------------------|--|--|--------|-----------------------|----------------|----------------|----------------|----------------|--|
|                    |  |  |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
|                    | Number of in-house seminars/trainings/workshops/reviews conducted/attended             | Presenter/Participant                                    | 1      | 3                     | 5              | 5              | 5              | 5              | Training on Response Induced Sustainability Evaluation Tool, Seminar on Reforestation Technology, Forum on Conflict of Natural Resources Management and Utilization  |
| <b>UMFO 5</b>      | <b>SUPPORT TO OPERATIONS (STO)</b>   |  |        |                       |                |                |                |                |  |
| <b>ITEEM MFO 1</b> | <b>Faculty Development Services</b>  |  |        |                       |                |                |                |                |  |
| PI 2               | Number of seminars/trainings/ conventions/workshops coordinated for entire university  | Coordinator/Facilitator                                  | –      | 2                     | 5              | 5              | 5              | 5              | Seminar on Reforestation (VSU Anniversary); Forum on Conflict on Natural Resource Management   |
| PI 3               | Number of seminars/trainings/ conventions/workshops coordinated outside the university | Resource Person/Coordinator/Facilitator                  | –      | 5                     | 5              | 5              | 5              | 5              | Reforestation Training (Inopacan, Hindang, Biliran, Negros)  |
| PI 4               | Additional outputs:  |  |        |                       |                |                |                |                |  |
|                    | Number of activities organized/attended/ assisted/participated/facilitated             | Coordinator/Facilitator/Attend ed/Technical Person       | 1      | 9                     | 5              | 5              | 5              | 5              | Reforestation Training (Inopacan, Hindang, Biliran, Negros), Seminar on Reforestation (VSU Anniversary), Forum on Conflict of Natural Resource Management and Utilization, Training on Response Induced Sustainability Evaluation (RISE) Tool, WWF Reforestation Study Tour in VSU |
| <b>ITEEM MFO 3</b> | <b>Faculty Evaluation Services</b>   |  |        |                       |                |                |                |                |  |
| PI 1               | Individual Faculty Students Evaluation   | Instructor   | VS     | VS                    | 4              | 4              | 4              | 4              | Teaching Performance Evaluation by Students Rating (DRRR 122) 2 <sup>nd</sup> Sem SY 2017-2018   |
| <b>ITEEM MFO 5</b> | <b>Guidance and Counselling &amp; Support to Students Services</b>                     |  |        |                       |                |                |                |                |  |
| PI 1               | Number of guidance activities conducted  | Consultation and Facilitating                            | 1      | 2                     | 5              | 5              | 5              | 5              | Department-Based Guidance Facilitator (DBGF) for BSEM Students   |
| PI 2               | Number of students who have availed of guidance and counselling services               | Department-Based Guidance Facilitator (DBGF)             | 15     | 30                    | 5              | 5              | 5              | 5              | BSEM Students  |
| PI 4               | Number of best practices on students services implemented                              | Supervisor/Facilitator/Technical Person                  | –      | 4                     | 5              | 5              | 5              | 5              | Lecture on Biodiversity Conservation and Climate Change during Scouting Activity, Cross visit of university students from other programs, Senior High (Tech Voc strand) student immersion, OJT of BS DOST scholars;  |
| <b>UMFO 5</b>      | <b>GENERAL ADMINISTRATION AND SUPPORT</b>  |  |        |                       |                |                |                |                |  |
| PI 1               | Number of faculty/staff supervised and monitored (including project based staff)       | ELTI Project-based supervisor of the Research Assistants | 1      | 3                     | 5              | 5              | 5              | 5              | Gerwin Matinao, Madel Maarat, Wendill Prado  |
| PI 2               | Number of management meetings conducted/attended                                       | Presided/Attended  | 6      | 16                    | 5              | 5              | 5              | 5              | Regular ITEEM monthly meeting and project consultative staff, pre-planning, activity update and report meeting   |
| PI 4               | Number of academic lecture/ laboratory rooms maintained                                | Training room and laboratory In-charge (TED)             | 1      | 3                     | 5              | 5              | 5              | 5              | RDE Room; RRTC Training Room both located at the Terrestrial Ecosystem Divisions; RRTC Laboratory  |
| PI 5               | Number of equipment maintained   | Office Equipment In-charge                               | 2      | 8                     | 5              | 5              | 5              | 5              | Thermometer, Oven, Refrigerator, Analytical Balance, Light meter, Vernier Caliper, (2) On-site Weather Station   |

[illegible]



| MFO & PAPs           | Success Indicators   | Tasks Assigned  | Target | Actual Accomplishment | Rating         |                |                |                | Remarks   |
|----------------------|--|---|--------|-----------------------|----------------|----------------|----------------|----------------|---|
|                      |  |   |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |   |
| PI6                  | Area of lawn and demonstration farms maintained                    | Supervisor  | 1      | 6                     | 5              | 5              | 5              | 5              | TED Lawn, BSEM & TREC Tree Planting Site, VIFES Tree Planting Site, Experimental Station & Site (Inopacan, Pilar, Cabucgayan)   |
| PI 8                 | Number of office/training facilities/equipment maintained per week | Office Equipment In-charge & Training room and laboratory In-charge (TED) | 2      | 11                    | 5              | 5              | 5              | 5              | RDE Room; RRTC Training Room both located at the Terrestrial Ecosystem Divisions; RRTC Laboratory; Thermometer, Oven, Refrigerator, Analytical Balance, Light meter, Vernier Caliper, (2) On-site Weather Station |
| PI 9                 | Additional Outputs   |   | 10     | 23                    | 5              | 5              | 5              | 5              |   |
|                      | Number of meetings attended in the University                      | Member of the dorm committee, bidding meetings                            | 1      | 5                     | 5              | 5              | 5              | 5              | Regular meeting for the dorm advisers, bidding of GPS, Megaphone, and projector   |
| PI 10                | Percentage of apparatus/equipment maintained                       | Office Equipment In-charge  | 100%   | 100%                  | 5              | 5              | 5              | 5              | Thermometer, Oven, Refrigerator, Analytical Balance, Light meter, Vernier Caliper, LCD for the Weather Station  |
| PI 13                | Zero per cent complaint from clients served                        |   | 90%    | 100%                  | 5              | 5              | 5              | 5              |   |
| TOTAL OVERALL RATING |  |   |        |                       | 178            | 178            | 178            | 178            |   |

|   |             |  |
|---|-------------|--|
| Average Rating (Total Over-all rating divided by 4) | 4.94        |  |
| Additional Points:                                  |             |  |
| Punctuality   |             |  |
| Approved Additional points (with copy of approval)  |             |  |
| FINAL RATING  | 4.94        |  |
| ADJECTIVAL RATING                                   | Outstanding |  |

Comments & Recommendations for Development Purpose:

Performs other tasks even outside her assigned duties and responsibilities

Evaluated & rated by:

MARLITO M. BANDE  
DIRECTOR, ITEEM

DATE

Recommending Approval:

DENNIS P. PEQUE  
DEAN, CFES

DATE

Approved:

BEATRIZ S. BELONIAS  
VICE-PRESIDENT FOR INSTRUCTION

DATE

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

DATE

DIRECTOR, ITEM

MARILYN M. BARR

Evaluated & rated by:

DATE

DEPUTY PRES

DENISE P. FERGUSON

Recommending Approval:

DATE

VICE PRESIDENT FOR INSTRUCTION

BEATRICE S. BELONGIA

Approved:

|  |             |
|--|-------------|
| ADJECTIVAL RATING                                  | Outstanding |
| FINAL RATING                                       | 4.44        |
| Approved Additional Points (with copy of approval) |             |
| Penalty  |             |
| Additional Points                                  |             |
| Average Rating (Total Overall rating divided by n) | 4.44        |

Comments & Recommendations for Development Purpose:  
The form after taken away outside has received  
better and responsibility

| KPI & KPIs           | Success Indicators   | Tasks assigned                               | Target | Actual Achievement | Rating |     |     |     | Remarks  |
|----------------------|--|--|--------|--------------------|--------|-----|-----|-----|--|
|                      |  |  |        |                    | A      | B   | C   | D   |  |
| P10                  | Zero per cent complaint from clients served                    |  | 93%    | 100%               | 7      | 7   | 7   | 7   |  |
| P110                 | Percentage of operational equipment maintained                 | Office Equipment in-charge                   | 100%   | 100%               | 7      | 7   | 7   | 7   | Thermometer, Oven, Refrigerator, Analytical Balance, Light meter, Venturi Caliper, LCD for the Venturi Station   |
|                      | Number of meetings attended in the University                  | Member of the team                           | 1      | 8                  | 7      | 7   | 7   | 7   | Regular meeting for the team advisors, bidding of GPS, Metaphone, and projector  |
| P13                  | Additional Outputs   |  | 10     | 23                 | 7      | 7   | 7   | 7   |  |
| P16                  | Number of officiating facilities/equipment maintained per week | Office Equipment in-charge & in-charge (TED) | 3      | 11                 | 7      | 7   | 7   | 7   | meter, Venturi Caliper, (2) On-line Weather Station, Thermometer, Oven, Refrigerator, Analytical Balance, Light meter, Venturi Caliper, (2) On-line Weather Station, RICE Room, RICE Training Room both located at the |
| P18                  | Area of lawn and demonstration terms maintained                | Supervisor                                   | 1      | 8                  | 7      | 7   | 7   | 7   | TED Lawn, BSEM & TREC Tree Planting Site, VPS Tree Planting Site, Experimental Station C Site (In-charge, Plant Caducaryan)  |
| TOTAL OVERALL RATING |  |  |        |                    | 178    | 178 | 178 | 178 |  |

## EXHIBIT O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JANUARY – JUNE 2018

Name of Staff ANGELITA B. ORIAS

Position AGRICULTURAL TECHNICIAN I

**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   |   | 60    |   |   |   |   |

# EXHIBIT O

## Instrument for Performance and Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 2018

Name of Staff: ANABELLA S. ORTIZ Position: AGRICULTURAL TECHNICIAN I

INSTRUCTIONS TO SUPERVISOR: Please evaluate the effectiveness of your subordinate in accomplishing towards attainment of the organization's goals and objectives using the scale below in this rating.


| Scale | Descriptive Rating | Qualitative Description  |
|-------|--------------------|--|
| 5     | Outstanding        | The performance of the staff always exceeds the job requirements. The staff is an exceptional model. |
| 4     | Very Satisfactory  | The performance of the staff exceeds the job requirements.   |
| 3     | Satisfactory       | The performance of the staff meets job requirements.   |
| 2     | Fair               | The performance of the staff meets job requirements.   |
| 1     | Poor               | The staff fails to meet job requirements.  |

| A. Commitment (good for subordinates and supervisors) |   | Scale |         |
|---|---|-------|---------|
| 1   | Demonstrates sensitivity to clients' needs and makes the latter's experience in transacting business with the office in a friendly and rewarding manner.  | 5     | 4 3 2 1 |
| 2   | Makes self available to clients even during official time.  | 4     | 3 2 1   |
| 3   | Limiting urgent non-routine requests to minimum and prioritizing requests as CHED, COMS, COA, NEDA, RA-7600, and other regulatory services within specified time for rendering services with a cost without overtime. | 3     | 2 1     |
| 4   | Accepts all assigned tasks as falling within the office targets and delivers quality within the specified time.   | 2     | 1       |
| 5   | Commits himself/herself to help sustain the status of the office by assisting co-workers who fail to perform all assigned tasks.  | 1     |         |
| 6   | Regularly reports to work on time, does not leave office early, and when given work on personal matters and job, does not report to work.   |       |         |
| 7   | Keeps work area neat and orderly, which is easily accessible when needed.   | 5     | 4 3 2 1 |
| 8   | Suggests new ways to further improve work and the services of the office to its clients.  | 4     | 3 2 1   |
| 9   | Accepts additional tasks assigned by the head or higher officer even if the assignment is not related to his position but critical towards the attainment of the mission of the university.                           | 3     | 2 1     |
| 10  | Maximizes office hours during leave periods by performing non-routine functions the output of which results as a best practice that further increases effectiveness of the office or institution in clients.          | 2     | 1       |
| 11  | Accepts objective criticism and opens to suggestions and minor criticisms for improvement of the work environment.  | 1     |         |
| 12  | Wants to be trained and developed.  |       |         |
| Total Score   |   | 5     | 4 3 2 1 |

| 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  | 5.0   |   |   |   |   |

Overall recommendation : Commits herself to help attain the targets of the Institute even outside her assigned duties and responsibilities and even beyond official time.

  
**MARLITO M. BANDE**  
Name of Head

| B. Leadership & Management (For superiors only to be rated by higher superiors) |   |      |   |   |   |   |
|---|---|------|---|---|---|---|
| 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 in developing 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 collated targets of the unit | 5    | 4 | 3 | 2 | 1 |
| Total Score   |   |      |   |   |   |   |
| Average Score   |   | 4.00 |   |   |   |   |

Overall recommendation :   
 ( )   
 ( )   
 ( )

Overall recommendation

NAME OF HEAD  
 MARILYN BARRIE

**EXHIBIT L**

**Employee Development Plan**

|                    |   |
|--------------------|---|
| NAME OF EMPLOYEE   | ANGELITA B. ORIAS   |
| PERFORMANCE RATING | OUTSTANDING   |
| AIM                | To enhance her teaching skills and strategy on Environmental Science major in Ecological Economics. |

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

Date: August 15, 2018

Target Date: December 31, 2018

First Step:

One-on-one discussion on how to enhance her competence to assume her responsibility as Agricultural Technician I and Substitute Instructor.

Result:

The agreement was to send Ms. Orias on a graduate study abroad.

Date: January 2019

Target Date: August 2019

Next Step: Application for scholarship to support Ms. Orias graduate study

Outcome: Degree on MS on Environmental Science

Final Step/  
Recommendation: Scholarship grant and approval from the scholarship committee to undergo MS study.

Prepared by:

  
**MARLITO M. BANDE**  
Unit Head

Conforme:

  
ORIAS, ANGELITA B.

Employee Development Plan

|  |   |
|--|---|
| NAME OF EMPLOYEE   | ANGELINA B. OBLAN   |
| PERFORMANCE RATING   | OUTSTANDING   |
| AIM  | To enhance performing skills and strategy on Environmental Science major in Ecological Economics  |
| Proposed interventions to improve performance based on assessment and qualification to assume higher responsibilities. |   |
| Date   | August 15, 2018   |
| Target Date  | December 31, 2018   |
| First Step   | One-on-one discussion on how to enhance her competence to assume the responsibility as Agricultural Technician I and 2nd level in training. |
| Result   | The agreement was a special idea / idea of a graduate study abroad.   |
| Date   | January 2019  |
| Target Date  | August 2019   |
| Next Step  | Application for scholarship in Japan, Ms. Oblas graduate study.   |
| Outcome  | Degree on MS on Environmental Science   |
| Final Step   | Scholarship grant and award at from the scholarship committee to undergo MS study.  |
| Prepared by  |   |

Unit Head