EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : <u>JANUARY - JUNE 2018</u>

Name of Staff ANGELITA B. ORIAS

Position AGRICULTURAL TECHNICIAN I

PARTICULARS	NUMERICAL RATING	PERCENTAGE WEIGHT	EQUIVALENT NUMERICAL RATING
(1)	(2)	(3)	(2 x 3)
Numerical Rating per IPCR	4.94	70%	3.458
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	1.0	30%	(مري)
	TOTAL NUM	ERICAL RATING	4.95-8

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any

TOTAL NUMERICAL RATING

4.958

FINAL NUMERICAL RATING

ADJECTIVAL RATING

Prepared by:

Reviewed by:

Name of Staff

MARLITO M. BANDE

Department/Office Head

Recommending Approval:

Dean, CFI

Approved:

BEATRIZ/S. BELONIAS

Vice-President for Instruction

Computation of Final Individual Rating for Administrative Staff

Rating Period: JAMUSEY - JUNE 2016

Name of Staff __ANGELITA B, ORIAS

Position AGRICULTURAL YECHNICIANI

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(e)	EQUIVALENT NUMERICAL RATIN	PERCENTAGE WEIGHT	NUMERICAL RATING	PARTICULARS
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		st i (0.7	2. Supervisor/Head's assessment of his contribution fowards attainment of office accomplishments
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EQUIVALENT NUMERICAL RATING:

Add: Additional Points, it say

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING:

ADJECTIVAL RATING:

:

2018:00 40:12 NOVANIAN

Prepared by:

Replansally

ANCELITA B. ORIAS . Name of Staff

MARLITO M. BANDEr Depayment Office Head

Recembereding Approved:

DENNIS P. PEQUE Dean, CIES

Approved:

BEATRIZ S. DELONIAS Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ANGELITA B. ORIAS</u>, of the <u>INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>JANUARY</u> to <u>JUNE</u>, 2018.

ANGELITA B. ORIAS

Approved:

MARLITO M. BANDE UNIT HEAD

	2 PAPs Success Indicators Tasks Ass		Actual			Ra	ting		
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accompl ishment	Q¹	E ²	T 3	A ⁴	Remarks
UMFQ 2	HIGHER EDUCATION SERVICES				· · · · · · · · · · · · · · · · · · ·	·		.	***************************************
ITEEM MFO 1	Curriculum Program								
PI 1	FTE	Teaches the course: SY 2017-2018 (1st Semester) Senior High School (DRRR 122)	2.0	4.60	3	2	2	2	DRRR 122
PI 8	Number of student organizations/student dormitory advised No. of hours spent for student organization No. of organization advised	Advising Advising	15 mins	120 mins 2	5	2	5	7	HOMES and Mariposa Ladies Dormitory
Pl 9	Number of instructional materials developed	Revised/Updated new/existing Course Syllabi	1	1	4	4	4	4	DRRR 122
UMFQ 3	RESEARCH SERVICES								•
Pl 2	Number of research outputs presented in local/regional/national /international fora/ conferences	Oral Presenter	-	1	5	2	7	3	Int'l Conference of Environmental and Rural Development
PI 3	Number of research project/study conducted	Study Leader	-	1	2	2	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 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

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AB ORIAS | JAN-JUNE 2018

•				Actual		Rat	ing		
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accompl ishment	Q¹	E ²	T³	A ⁴	Remarks
PI 6	Number of studies presented	Oral Presenter	-	1	5	5	3	3	Int'l Conference of Environmental and Rural Development
PI8	Number of research studies institutionally funded	Study Leader	-	1	7	2	5	2	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
	Additional outputs:								
	Number of exchange scholars/researchers/visiting professors assisted	Assisted visiting professor and researcher	-	2	3	7	2	2	Dr. David Neidel (visiting researcher-Yale); For. Thaddeus Martines (researcher-HARIBON Foundation)
PI 9	Number of research articles submitted for publications	Corresponding author	_	1	2	2	2	2	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	2	2	2	I	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	3	2	7	2	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	2	7	2	2	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	Z	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	2	2	3	2	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	2	2	2	3	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	2	3	2	Rainforestation Trainings, Students, Farmers and Researchers Cross visits in RF, RISE Feedbacking
PI 6	Number of extension projects/components conducted	Component Leader	_	1	3	5	3	2	Advocacy and Monitoring of Rainforestation Adopters in the Philippines (Mainstreaming of Rainforestation in the Philippines)
	Additional outputs:								
Pl 11	Number of scientific fora attended as speaker/resource persons	Resource Person	_	1	2	2	2	5	Impact of Climate Change in Terrestrial Ecosystem, and Conservation Agriculture

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	1		163		Section	 			
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Int'l Conformou of Earth ormental and Runs, the Prioposepot	7.	L	7	-	ì		Oral Presents	Number of studies presented	819
Impact of twat Litter Addition to the Growth Perforcings and Soil Criganic Castion of Early Successional Societs Planted in the Marginal Uplands of tropacin, Leater	. Z.	2	,	7	r	**	Study Leader	Number of reservch studies institutionally funded	8(9
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Philoy and Pacio-ecological Assessment of the imag ated Social Forestry Program after 35 Years of Emphamention in 1 3c Jernard, Scuttrem Loyt Philippines	7	7	7.	シ	1		Corresponding author	Number of research articles submitted for pel floritons	619
VSG4.GH (findang, VSD4.GU Cabuogoyan, VSD4.GU Pilon, VSD420L, VSD44aval State University	• #	7.	7	• •	a	1 1 1 1 1 1 1	Drailed and submitted MDA. to the Legal Office for conew	Number of MCAs prepared and assisted	
RDE Accomplishment Rophy, ITEEM August Report	7.	٠,	7	7	\$	j i	holitmidus one seregech Nocks instrincifanceco	Machindoc attogen framilaligmouss to redmit!	
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F. inforcetakin T. amings, Seminur on Pejnionestron Technology, White Rainforcetation Study Tour in YSU, Forum on Conflict of Natural Resources Management and Utilization	7.	· .	7	7	À		Resource Person/Cuordinator/Endwietor	Number of trainings conditioned	818
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Rainjo carriton Trainings, Abdents, Pamerc and Peccardhèrs Coust daits in CF, AISE Fluctbooking	7	2.		2	*	4	Technical Person	Number of a thansakeapen services	(21.5.
Criv cacy and Modiforing of Rainforestation Advances to the Philippines (Mainstroauling of Reinforestation in the Philippines)	2	7	7	?	1		Compensatitishdor	Number of extension projectation (poncoris conducted	8 14
impact of Climate Change in Tamestrat Boosy Jam and Conservation Agriculture	2	Z	7	7	1	4.4	Resource verson	Additional outputs Authorer of selectific fore attended as aparticemesource persons	114

AB ORIAS | JAN-JUNE 2018

				Actual		Rat	ting		
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accompl ishment	Q¹	E ²	T³	A ⁴	Remarks
	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Presenter/Participant	1	3	2	2	2	2	Training on Response Induced Sustainability Evaluation Tool, Seminar on Rainforestation Technology, Forum on Conflict of Natural Resources Management and Utilization
UMFO 5	SUPPORT TO OPERATIONS (STO)								
ITEEM MFO 1	Faculty Development Services								
Pl 2	Number of seminars/trainings/ conventions/workshops coordinated for entire university	Coordinator/Facilitator	-	2	2	2	2	7	Seminar on Rainforestation (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	2	2	2	7	Rainforestation Training (Inopacan, Hindang, Biliran, Negros)
	Additional outputs:								
Pl 4	Number of activities organized/attended/ assisted/participated/facilitated	Coordinator/Facilitator/Attend ed/Technical Person	1	9	2	5	2	3	Rainforestation Training (Inopacan, Hindang, Biliran, Negros), Seminar on Rainforestation (VSU Anniversary), Forum on Conflict of Natural Resource Management and Utilization, Training on Response Induced Sustainability Evaluation (RISE) Tool, WWF Rainforestation Study Tour in VSU
ITEEM MFO 3	Faculty Evaluation Services								
PI 1	Individual Faculty Students Evaluation	Instructor	vs	VS	4	4	4	4	Teaching Performance Evaluation by Students Rating (DRRR 122) 2 nd Sem SY 2017-2018
ITEEM MFO 5	Guidance and Counselling & Support to Students Ser	vices							
PI 1	Number of guidance activities conducted	Consultation and Facilitating	1	2	5	2	2	2	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	2	2	2	3	BSEM Students
PI 4	Number of best practices on students services implemented	Supervisor/Facilitator/Technic al Person	1	4	2	2	2	2	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;
UMFO 5	GENERAL ADMINISTRATION AND SUPPORT								
PI 1	Number of faculty/staff supervised and monitored (including project based staff)	ELTI Project-based supervisor of the Research Assistants	1	3	2	3	5	7	Gerwin Matinao, Madel Maarat, Wendill Prado
PI 2	Number of management meetings conducted/attended	Presided/Attended	6	16	2	2	I	Z	Regular ITEEM monthly meeting and project consultative staff, pre-planning, activity update and report meeting
Pl 4	Number of academic lecture/ laboratory rooms maintained	Training room and laboratory In-charge (TED)	1	3	2	3	2	2	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	Z	2	2	3	Thermometer, Oven, Refrigerator, Analytical Balance, Light meter, Vernier Caliper, (2) On-site Weather Station

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			_	Actual		Rat	ing		Paradia
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accompl ishment	Q¹	E ²	T³	A ⁴	Remarks
PI6	Area of lawn and demonstration farms maintained	Supervisor	1	6	5	2	5	Z	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	2	2	2	2	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	3	2	2	Z	
	Number of meetings attended in the University	Member of the dorm committee, bidding meetings	1	5	3	2	2	4	Regular meeting for the dorm advisers, bidding of GPS, Megaphone, and projector
Pl 10	Percentage of apparatus/equipment maintained	Office Equipment In-charge	100%	100%	2	2	7	7	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%	2	2	2	ک	
	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:	Recommending Approval:	Approved:
m		
MARLIFO M. BANDE	DENNIS P PEQUE	BEAT/RIZ S./BELONIAS
DIRECTOR, ITEEM	dean, cfes	VICE-PRESIDENT FOR INSTRUCTION
	1	
DATE	DATE	DATE

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

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TEO Lawn, BSEM & TRUC Tree Planting Ste. ViFCS Tree Plending Site, Experimental Station C. Site (Inopanan, Pilan, Cabucgayan)	7	7.	ž	7.	3)	*	Supervisor	Area of lawn and demonstration farms maintained	ai9
RDE Room, PRTC Training Room both loss test at the Tarrestrial Eonsystem Divisions; RFTC Laborachy, Thermometer, Ovan, Rentigerator, Analysical Estance, Light meter, Vamier Caliner, (3) On-sic Weather Station	**** *****	7.	7	7.	11	\$	Office Equipment In-chargo & Training room and laboratory in-charge (TED)	Number of office/training facilities/equipment maintained per week	ह वि
	7	7.	7.	7	23	0.5		Additional (⊖) purs	0 19
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Thermometer, Over, Radigerson, Analytical Balance, Light meter, Vernier Caliper, LCD for the Wigether Station	7	2	7	Z.	2001	100%	Office Equipment In-charge	Fercentage of apparatus/equipment maintamed	PE 10
	7.	7	7	2	%°001	8706		Zero per cust complaint from dilents served	J119
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parameters, agains equipments produced to the contract of the	en erre en	The second secon
	4.44	Average Rating (Total Over-all rating divided by 4)
		Additional Points
		Agise conic
		Approved Additional points (with copy of approval)
	4.94	FINAL RATIJG
	Participal of the	ADJECTIVAL RATING

Commanis & Recommendations for Development Purposer The forms other trades many subjects to accionned chilies and aspensibilities

Evaluated 8 rated by:

DIRECTOR, ITEEM

DATE

Recommending Approval:

DATE

Approved:

DATE

1 - Chrolity - 2 - Efficiency

EXHIBIT 0

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : <u>JANUARY - JUNE 2018</u>

Name of Staff	ANGELITA B. ORIAS	Position	AGRICULTURAL TECHNICIAN I
I Tallio VI Otali			710111002101121212111111111111111111111

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

Α.	Commitment (both for subordinates and supervisors)		(Scal	е	
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.	Ø	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	6	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.		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	Ø	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	ර	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		40	L	٠	I

Instituted for Performance Effectiveness of Administrative Staff

Kating Fund : JANUARY - UNE ZO18

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Position AGRICULTURAL TECHNICIAN |

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	Leadership & Management (For supervisors only to be rated by higher supervisor)			Scale	Э	
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
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Overall recommendation

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MARLITO M. BANDE Name of Head

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Overall recommendation

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MARLETO M. BANDE -Name of Head

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/

Scholarship grant and approval from the scholarship committee to

Recommendation:

undergo MS study.

Prepared by:

MARLITO M. BANDE Unit Head

Employer Development Plan

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NAME OF	ANGELITA B. OBIAS		and the second s	
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