



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**


**Annex P**

Name of Administrative Staff: CAPIN, ORLAN C.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.6	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.57</b>

TOTAL NUMERICAL RATING : 4.57  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING : \_\_\_\_\_  
FINAL NUMERICAL RATING : 4.57  
ADJECTIVAL RATING : VERY SATISFACTORY


**Prepared by:**

  
**ORLAN C. CAPIN**  
Administrative Aide III (Lab. Tech./Tilapia  
Hatchery In-Charge)  
ITEEM

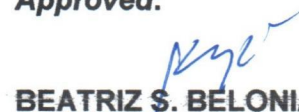
**Reviewed by:**

  
**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, ORLAN C. CAPIN, Administrative Aide III (Lab.Tech.), 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 November to December, 2021.

  
**ORLAN C. CAPIN**

RATEE

**Approved:**

  
**ELIZA D. ESPINOSA**  
DIRECTOR, ITEEM

  
**DENNIS P. PEQUE**  
DEAN, CFES *llsthu*

MFO No.	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
MFO 4: EXTENSION SERVICES (10%)										
	PI 11. Additional Outputs	Per cent of good quality broodstock of tilapia as a result of effective hatchery management	Conducts effective regular maintenance of the Hatchery for Tilapia production	90%	100%	5	5	5	5	
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	PI 2. Customer-friendly frontline services	A 46. Zero percent complaint from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	PI 5. Monthly/special staff meetings attended*	A 47. Number of monthly and emergency meetings attended	Actively participates to the institutes monthly and emergency meeting	-	1	4	4	4	4	
	PI 6: Additional Outputs	A 52. Number of documents prepared and acted on time	Job Requests	-	-					



MFO No.	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
		Number of claims and other documents processed and/or followed up	Assists in the processing and/or following-up of claims (DVs, PRs, Trip Tickets, TOs, etc.) & other documents	2	6	4	4	4	4	
		Number of laboratory use recorded	Records usage of the marine laboratory	-	1	4	4	4	4	
		Percentage of functionality of office/lab equipment monitored and maintained	Conducts regular check-up and maintenance of laboratory/ office equipment assigned to assuring its efficiency	90%	100%	5	5	5	5	
		Number of cleanings of offices, laboratories and its surroundings conducted	Conducts daily cleaning and tidying of the Marine Laboratory, rooms/offices and its surroundings	50	110	5	5	5	5	
		Number of inspection for safety conducted	Ensures the safety of the laboratory and offices after office hours	50	80	5	5	5	5	
		Number of diving tasks conducted in assistance to the extension and research functions of the Institute	SCUBA dives to assist in the CRM, artificial reef monitoring in the 5 <sup>th</sup> district of Leyte, and other research and extension activities of the AED	-	1	4	4	4	4	Conducted Monitoring of Marine Flora and Fauna in the Vicinity of PASAR, Isabel, Leyte
		Number of SCUBA tanks filled for research and extension use	Safely refills SCUBA tanks for research and extension activities	-	25	5	5	5	5	
<b>Total Overall Rating</b>						4.6	4.6	4.6	4.6	

Average Rating (Total Over-all rating divided by 4)	18.4	4.6
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.6
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
Make effort to adjust to the new job assignment.

Evaluated & rated by:

**ELIZA D. ESPINOSA**  
 DIRECTOR, ITEEM  
 1/13/22  
 DATE

Recommending Approval:

**DENNIS P. PEQUE**  
 DEAN, CFES  
 1/15/22  
 DATE

Approved:

**BEATRIZ S. BELONIAS**  
 VICE-PRESIDENT FOR ACADEMIC  
 AFFAIRS  
 2/28/22  
 DATE

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

**"EXHIBIT G"**

## Performance Monitoring and Coaching Journal

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. ELIZA D. ESPINOSA
NAME OF STAFF	ORLAN C. CAPIN

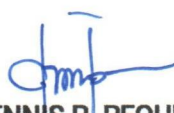
ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		Dec. 9, 2021		Notice of Meeting	Follow up submission of IPCR output (November to December 2021) for OPCR consolidation of accomplishment & submission to CFES Dean for evaluation.
	As needed				Follow up status and maintenance on the hatchery for tilapia production.
COACHING	Nov. 2, 2021				Give tips and advises on how to be effective on the new job assignment as admin. aide.
		Nov. 24, 2021		Notice of meeting	Cascading of the 3rd IQA Reports (Non-conformity Reports, General Observations & List of Opportunities for Improvement: a. Ensures to file updated PDF/PDS; and b. Show proof of attendance to every ISO Awareness attended

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: November – December 2021

Position: ADMINISTRATIVE AIDE III

Name of Staff: CAPIN, ORLAN C.

(Lab. Tech./Tilapia Hatchery In-Charge)

**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		54				



<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		51				
Average Score		4.5				

Overall recommendation:

As newly hired, needs training on administrative functions.

**ELIZA D. ESPINOSA**

Printed Name and Signature  
Head of Office

## Employee Development Plan

NAME OF EMPLOYEE	ORLAN C. CAPIN
PERFORMANCE RATING	
AIM	To acquire full knowledge and capabilities on the maintenance of laboratory equipment used in the conduct of instruction, research and extension functions of the Institute.

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

Date: November 2021 Target Date: December 2021

First Step: One-on-one discussion on handling laboratory equipment, being one of his major responsibilities in the Institute.

Result: Agreed to recommend Mr. Capin for a laboratory technician's training to enhance his knowledge and capabilities on the care and maintenance of laboratory equipment. In addition, to undergo training on clerical works.

Date: December 2021 Target Date: June 2022

Next Step: Submit a letter request to send Mr. Capin for a laboratory technician's training to enhance his knowledge and capabilities on the care and maintenance of laboratory equipment.

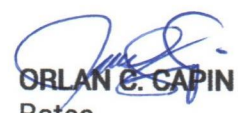
Outcome: Eligibility as laboratory technician fully-knowledgeable and capable of handling for the care and maintenance of all laboratory equipment of the Institute.

Final Step/  
Recommendation: Scholarship grant and approval from the scholarship committee to attend a training for laboratory technician.

Prepared by:

  
ELIZA D. ESPINOSA  
Unit Head

Conformé:

  
ORLAN C. CAPIN  
Ratee