



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

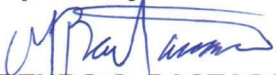
**Annex P**

Name of Administrative Staff: BASTASA, ARTURO S.


| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.73                    | 70%                      | 3.31                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.75                    | 30%                      | 1.43                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.74</b>                             |

TOTAL NUMERICAL RATING : 4.74  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING : \_\_\_\_\_  
FINAL NUMERICAL RATING : 4.74  
ADJECTIVAL RATING : OUTSTANDING

**Prepared by:**

  
**ARTURO S. BASTASA**  
Administrative Aide I (Utility/Messenger)  
ITEEM

**Reviewed by:**

  
**ELIZA D. ESPINOSA**  
Director, ITEEM

**Recommending Approval:**

  
**DENNIS P. PEQUE**  
Dean, CFES

**Approved:**

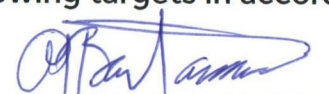
  
**BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

January-June 2023

**"EXHIBIT B"**

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

I, ARTURO S. BASTASA, *Administrative Aide I*, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE (CFES) commit 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 2023.

  
**ARTURO S. BASTASA**

RATEE

**Approved:**

  
**ELIZA D. ESPINOSA**

DIRECTOR, ITEEM

  
**DENNIS P. PEQUE**

DEAN, CFES

| MFO No.  | Description of MFO's/PAPs  | Success/Performance Indicators (PI)   | Tasks Assigned   | Target            | Actual Accomplish-ment | Rating |        |        |        | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators) |
|--|--|---|--|-------------------|------------------------|--------|--------|--------|--------|--|
|  |  |   |  |                   |                        | Q      | E      | T      | A      |  |
| MFO 5. SUPPORT TO OPERATIONS                                 |  |   |  |                   |                        |        |        |        |        |  |
| OVPI MFO 4. Program and Institutional Accreditation Services |  |   |  |                   |                        |        |        |        |        |  |
|  | PI 8. Compliance to all requirements thru the established/ adequate implementation, maintenance, and improvement of the QMS of the core processes of the College/department under ISO 9001:2015* | Percent compliance to all requirements of the QMS core processes of the university under ISO 9001:2015* | Ensures that all the QMS core processes of the university are complied with in the performance of his functions as support staff | 0% non-conformity | 100% compliant         | 4<br>A | 4<br>A | 4<br>4 | 4<br>4 |  |
|  |  | On program and institutional accreditations   | Assists in the preparation of documents in compliance with all the requirements as prescribed in the accreditation tools         | 100% compliant    | 100% compliant         | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 |  |
| UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)             |  |   |  |                   |                        |        |        |        |        |  |
|  | PI 2. Customer-friendly frontline services   | Zero percent of complaints from clients served  | Provides customer-friendly services and assistance to clients  | Zero % complaint  | Zero % complaint       | 5<br>5 | 5<br>5 | 5<br>5 | 5<br>5 | Services extended include errand requests from other units in the university                                   |



| MFO No.                     | Description of MFO's/PAPs  | Success/Performance Indicators (PI)   | Tasks Assigned  | Target                     | Actual Accomplishment      | Rating |        |        |              | Remarks<br>(Indicators in percentage should be supported with numerical values in numerators and denominators) |
|-----------------------------|--|---|---|----------------------------|----------------------------|--------|--------|--------|--------------|--|
|                             |  |   |   |                            |                            | Q      | E      | T      | A            |  |
|                             | PI 5. Attendance to monthly/special staff meetings   | Number of monthly/special staff meetings attended   | Attends actively to meetings by ITEEM and CFES  | 3                          | 3                          | 5<br>J | 5<br>J | 4<br>4 | 4.67<br>4.67 |  |
|                             | PI 9. Preparation of documents for processing  | Number of outgoing documents/communications recorded and forwarded to concerned offices and/or processed          | Meticulously records, disseminates/forwards to other units, and/or processes documents, and follows up its status | 100+                       | >300                       | 5<br>J | 5<br>J | 5<br>J | 5<br>J       |  |
|                             | PI 12. Effectiveness in responding/relaying official calls/messages                          | Percent promptness and effectiveness in answering/responding, acting, and/or relaying messages thru any platforms | Promptly answers/responds/acts and/or relays all official communications/messages thru any platforms              | 90%                        | 100%                       | 4<br>4 | 4<br>4 | 4<br>4 | 4<br>4       |  |
|                             | PI 14. Reproduction of documents (scanning/photocopying/printing)                            | Number of documents reprinted and/or photocopied  | Photocopies documents   | 50                         | 102                        | 5<br>J | 5<br>J | 5<br>J | 5<br>J       |  |
|                             |  | Number of manuals and reports soft/ring bound   | Soft/ring binds manuals and reports   | -                          | 22                         | 5<br>J | 5<br>J | 5<br>J | 5<br>J       |  |
|                             | PI 17. Cleanliness and tidiness of rooms/offices and surroundings of ITEEM Marine Laboratory | Percentage of cleaning conducted daily  | Conducts daily cleaning of the ITEEM rooms/offices and surroundings, and meticulously maintains its tidiness      | 80%                        | 100%                       | 5<br>J | 5<br>J | 4<br>4 | 4.67<br>4.67 |  |
|                             | PI 19. Conducting daily safety and cautious inspection of the office before closing          | Zero reports and/or claims on the negligence of office's safety   | Ensures the safety of the laboratory and offices after office hours   | No reports/claims received | No reports/claims received | 5<br>J | 5<br>J | 5<br>J | 5<br>J       |  |
| <b>TOTAL OVERALL RATING</b> |  |   |   |                            |                            | 4.80   | 4.80   | 4.60   | 4.73         |  |

|   |       |             |
|---|-------|-------------|
| Average Rating (Total Over-all rating divided by 4) | 18.93 | 4.73        |
| Additional Points:                                  |       |             |
| Punctuality   |       |             |
| Approved Additional points (with copy of approval)  |       |             |
| FINAL RATING  |       | 4.73        |
| ADJECTIVAL RATING                                   |       | OUTSTANDING |

## Comments &amp; Recommendations for Development Purpose:

*Sometimes tardy in reporting to office but  
accomplishes targets on time.*

Evaluated &amp; rated by:

**ELIZA D. ESPINOSA**

DIRECTOR, ITEEM

DATE

Recommending Approval:

**DENNIS P. PEQUE**

DEAN, CFES

DATE

Approved:

**BEATRIZ S. BELONIAS**

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

DATE

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



“EXHIBIT I”

## Performance Monitoring Form

NAME OF EMPLOYEE: ARTURO S. BASTASA

| 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.       | Provides customer-friendly services and assistance   | Customer-friendly services   | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     |  |
| 2.       | Actively participates in the institute's monthly and emergency meetings                                      | Attendance at the meeting  | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Very Satisfactory               | Participation is improving                                     |
| 3.       | Meticulously disseminates/forwards to other units, and/or processes documents, and follows-up status         | <ul style="list-style-type: none"> <li>• Circulated memos/ communications</li> <li>• Approved DVs, PRs, Trip Tickets, TOs, etc.</li> </ul> | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Very Satisfactory               | Very much improved, however, he needs to be reminded sometimes |
| 4.       | Answers/responses/acts and/or relays all official communications/messages received thru phone calls and SMS  | Messages promptly answered   | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Very Satisfactory               | Gladly, confidence is very much improved in answering calls    |
| 5.       | Does photocopying of official documents  | Performs photocopying on time, whenever needed   | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     |  |
| 6.       | Soft/ring binds manuals and reports  | Performs photocopying on time whenever needed  | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     |  |
| 7.       | Conducts daily cleaning of the ITEEM rooms/offices and surroundings, and meticulously maintains its tidiness | Facilities cleaned and in order  | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Very Satisfactory               | Report to office on time or early to do assign tasks           |
| 8.       | Ensures the safety of the laboratory and offices after office hours  | Office and laboratory buildings, safe and protected  | Jan 1, 2023   | June 30, 2023               | June 30, 2023            | Very Impressive    | Outstanding                     |  |

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

\*\*Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ELIZA D. ESPINOSA  
Immediate Supervisor

**"EXHIBIT G"**

# **Performance Monitoring and Coaching Journal**

|  |                 |  |
|--|-----------------|--|
|  | 1 <sup>st</sup> | <b>Q<br/>U<br/>A<br/>R<br/>T<br/>E<br/>R</b> |
|  | 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  | <b>ARTURO S. BASTASA</b>   |

| ACTIVITY   | MECHANISM         |               |      |                            | REMARKS   |
|------------|-------------------|---------------|------|----------------------------|---|
|            | MEETING           |               | MEMO | OTHERS<br>(Please specify) |   |
|            | ONE-ON-ONE        | GROUP         |      |                            |   |
| MONITORING |                   | July 14, 2023 |      | Notice of meeting          | Submission of IPCR 2023 (Jan-June) accomplishments for consolidation to the OPCR 2023 (Jan-June) accomplishments  |
|            | Daily             |               |      |                            | <ul style="list-style-type: none"><li>Ensures daily routines of the given tasks are followed;</li><li>File copies of all the documents, in particular, are recorded and followed up for ISO, IA, and AACCUP evaluation.</li></ul> |
|            | As needed         |               |      |                            | Follow up AACCUP compliance report as member task force on Areas I (VMGO), II (Faculty), III (Curriculum and Instruction) and Area X (Administration) for BSES and MSTREC programs  |
| COACHING   | Weekly (catch-up) |               |      |                            | <ul style="list-style-type: none"><li>Diligence in the record-keeping of documents delivered to other units, signed receipt;</li><li>Setting up daily schedules of tasks so nothing will be missed.</li></ul>                     |
|            |                   |               |      |                            |   |

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

Conducted by:

**ELIZA D. ESPINOSA**

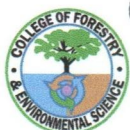
Immediate Supervisor  
Director, ITEEM

Noted by:

**DENNIS P. PEQUE**

Next Higher Supervisor  
Dean, CFES





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2023

Position: ADMINISTRATIVE AIDE I

Name of Staff: BASTASA, ARTURO S.

(Utility/Messenger)


**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards the 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 the 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 a 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 result as a best practice that further increases the effectiveness of the office or satisfaction of the clientele          | 5     | 4 | 3 | 2 | 1 |
| 11.   | Accepts objective criticisms and open to suggestions and innovations for the improvement of his work accomplishment  | 5     | 4 | 3 | 2 | 1 |
| 12.   | Willing to be trained and developed  | 5     | 4 | 3 | 2 | 1 |
| Total Score   |  | 57    |   |   |   |   |



| B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>   | 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 |
| <b>Total Score</b>  | 57    |   |   |   |   |
| <b>Average Score</b>  | 4.75  |   |   |   |   |
| <b>Overall recommendation:</b><br><div style="display: flex; justify-content: space-between;"> <div style="font-family: cursive;">No report given on time</div> <div><i>To report to the office on time, as frequent tardiness is observed recently.</i></div> </div> |       |   |   |   |   |

  
**ELIZA D. ESPINOSA**  
 Printed Name and Signature  
 Head of Office



## Employee Development Plan

|                    |  |
|--------------------|--|
| NAME OF EMPLOYEE   | ARTURO S. BASTASA  |
| PERFORMANCE RATING |  |
| AIM                | To improve his interpersonal skills and work ethics particularly on prioritizing responsibilities. |

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

Date: Jan 2023

Target Date: Jan 2023

First Step:

One-on-one discussion on how to organize and prioritize tasks, and manage time at work.

Result:

Improved work performance.

Date: July 2023

Target Date: October 2023

Next Step:

Request to allow Mr. Bastasa to participate seminars on human resource development.

Outcome:


Personal and organizational skills developed.

Final Step/  
Recommendation:

Attendance to seminars on human resource development. In-house and face-to-face seminars is highly recommended due to computer and internet skills limitations.

*Note: Admin staff development plan from last year will be same this year with minor revisions and if budget allows for the training.*

Prepared by:

  
**ELIZA D. ESPINOSA**  
Unit Head

Conforme:

  
**ARTURO S. BASTASA**  
Ratee