

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JULY – AUGUST 2019

Name of Staff VICENTE D. BAGARINAO Position ADMINISTRATIVE AIDE I

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.8	70%	3.4
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.4
TOTAL NUMERICAL RATING			

EQUIVALENT NUMERICAL RATING : 4.8
Add: Additional Points, if any :
TOTAL NUMERICAL RATING :
FINAL NUMERICAL RATING : 4.8
ADJECTIVAL RATING : Outstanding

Prepared by:

VICENTE D. BAGARINAO
Name of Staff

Reviewed by:

MARLITO JOSE M. BANDE
Department/Office Head

Recommending Approval:

DENNIS P. PEQUE
Dean, CFES

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VICENTE D. BAGARINAO of the INSTITUTE OF TROPICAL ECOLOGY AND 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 JULY to AUGUST, 2019.


VICENTE D. BAGARINAO
Ratee

Approved: 
MARLITO JOSE M. BANDE
Director, ITEEM

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 4	EXTENSION SERVICES								
PI 2	Number of trainings involved as field facilitator	Accomplished tasks during the preparation prior for the conduct of training such as maintenance of the rainforestation demonstration area, and securing the availability of the materials to be used in the field (i.e., bamboo sticks, seedlings, shovel & etc.)	-	3	5	5	5	5	3 YRRP training conducted in Leyte Province (municipalities of Villaba, San Miguel and Abuyog)
PI 4	Number of beneficiaries served	Acted as field guide during the cross-visitation of the beneficiaries (farmers) in the Rainforestation Research and Training Center (RRTC). Secured that the beneficiaries are safe from any harm during the visit.	-	267	5	5	5	5	Participants of the YRRP Training (Villaba – 50 participants; San Miguel – 170 participants; Abuyog – 47 participants)
PI 6	Number of extension projects involved	Conducted maintenance of the extension project sites located in the university and in other municipalities of Leyte and Biliran Provinces.	-	2	5	5	5	5	Rainforestation Farming in KALAHI-CIDSS Program; CO ₂ Compensation Project

PI 11	Additional output:								
	Number of seedlings distributed	Watered and maintained the seedlings in the nursery. Assisted in the hauling of seedlings from the nursery to the project or beneficiaries sites.	-	3,000	5	5	5	5	Watering of the seedlings outside of the screen house depends on the weather. While seedlings that are set-up in the screen house must be watered everyday especially during summer.
UMFO 5	GENERAL ADMINISTRATION AND SUPPORT								
PI 3	Number of management meetings attended	Participated in the meeting	1	2	4	4	4	4	ITEEM general meetings
PI 15	Zero percent complaints from clients served	Acted as field worker and as a general public servant	80%	100%	5	5	5	5	
Total Over-all Rating					29	29	29	29	

Average Rating (Total Over-all rating divided by 4)	4.83	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.83	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

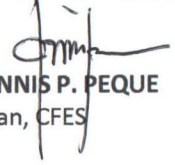
Should interact with other or co-workers

Evaluated & Rated by:


MARLITO JOSE M. BANDE
Director, ITEEM


Date: _____

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

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

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – AUGUST 2019

Name of Staff VICENTE D. BAGARINAO

Position ADMINISTRATIVE AIDE

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				


EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – AUGUST 2019

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		54				
Average Score		4.50				

Overall recommendation : Should keep accurate records of his work.


MARLITO JOSE M. BANDE
Name of Head