



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

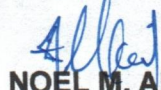
**Annex P**

Name of Administrative Staff: NOEL M. ALKUINO

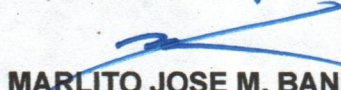
| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.83                    | 70%                      | 3.38                                    |
| 2. Supervisor/Head's<br>assessment of his contribution<br>towards attainment of office<br>accomplishments | 4.75                    | 30%                      | 1.43                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.81</b>                             |

TOTAL NUMERICAL RATING : 4.81  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING : \_\_\_\_\_  
FINAL NUMERICAL RATING : 4.81  
ADJECTIVAL RATING : Outstanding

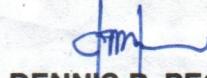
**Prepared by:**

  
**NOEL M. ALKUINO**  
Administrative Aide III  
ITEEM

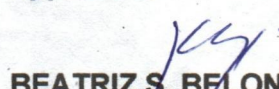
**Reviewed by:**

  
**MARLITO JOSE M. BANDE**  
Director, ITEEM

**Recommending Approval:**

  
**DENNIS P. PEQUE**  
Dean, CFES

**Approved:**


  
**BEATRIZ S. BELONIAS**  
Vice-President for Instruction



**"Exhibit B"**

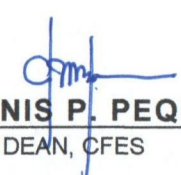
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, NOEL M. ALKUINO, 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 JANUARY to JUNE, 2020.

  
**NOEL M. ALKUINO**  
RATEE

**Approved:**

  
**MARLITO JOSE M. BANDE**  
UNIT HEAD

  
**DENNIS P. PEQUE**  
DEAN, CFES

| 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> |         |
| MFO 6: ADMINISTRATIVE SUPPORT SERVICES |  |  |        |                       |                |                |                |                |         |
| PI 2                                   | Number of meetings attended  | Attends meetings by ITEEM and CFES   | 3      | 3                     | 4              | 4              | 4              | 4              |         |
|  | No. of documents/materials disseminated to appropriate offices within 5 working days | Messengerial services  | 30     | 34                    | 5              | 5              | 5              | 5              |         |
| PI 5                                   | No. of maintenance of equipment and vehicle conducted per month                      | Microscope, (2) SCUBA air compressor, Depth sounder, Magnetic stirrer, (3) GPS, (3) Refractometer, (22) SCUBA tank, (12) BCD, (12) Regulator, (22) Slate board, Analytical balance, Rubber boat, Current meter, Secchi disc, (8)Transect tape, Do meter, (4) Underwater camera, Muffle furnace, Oven, Refrigerator, Fumehood, Outboard engine, (10) MSF, Grab sampler, Hand corer, | 100    | 157                   | 5              | 5              | 5              | 5              |         |
| PI 4                                   | Number of academic lecture/laboratory rooms maintained:                              |  |        |                       |                |                |                |                |         |
|  | Number of hours of maintenance conducted per month                                   | Maintains the cleanliness and orderliness of the Marine laboratory Building, Library, and Hatchery, CR, and Laboratory room  | 60     | 72                    | 5              | 5              | 5              | 5              |         |

| 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 9               | Number of meetings attended                 | As ITEEM representative for biddings  | 2      | 3                     | 5              | 5              | 5              | 5              |         |
| PI 13              | Zero per cent complaint from clients served | Dispenses and retrieves books, laboratory supplies and equipment to staff and students. | 90%    | 100%                  | 5              | 5              | 5              | 5              |         |
| Additional output: |   |   |        |                       |                |                |                |                |         |
|                    |   |   |        |                       | 4.83           | 4.83           | 4.83           | 4.83           |         |

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

Comments &amp; Recommendations for Development Purpose:

He should keep records of all the equipment which is easily retrievable when needed

Evaluated &amp; rated by:

**MARLITO JOSE M. BANDE**  
DIRECTOR, ITEEM

DATE

Recommending Approval:

**DENNIS P. PEQUE**  
DEAN, CFES

DATE

Approved:

**BEATRIZ S. BELONIAS**  
VICE-PRESIDENT FOR INSTRUCTION

12/15/20

DATE

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



## Performance Monitoring Form

NAME OF EMPLOYEE: NOEL M. ALKUINO

| 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.       | Delivers and disseminates documents (communications, memo, vouchers & etc.) to appropriate offices  | Circulated memos, communications, and approved vouchers                 | January 1, 2020 | June 30, 2020               | June 30, 2020            | impressive         | very satisfactory               |                                     |
| 2.       | Maintains the Aquatic Ecosystems Divisions' office and laboratory equipment   | Equipment maintained  | January 1, 2020 | June 30, 2020               | June 30, 2020            | very impressive    | outstanding                     |                                     |
| 3.       | Maintains the cleanliness and orderliness of the Marine laboratory building and hatchery  | Facilities cleaned and in order   | January 1, 2020 | June 30, 2020               | June 30, 2020            | very impressive    | outstanding                     |                                     |
| 4.       | Dispenses and retrieves books, laboratory supplies, and equipment to VSU staff and students   | Properly recorded borrowed books and equipment                          | January 1, 2020 | June 30, 2020               | June 30, 2020            | very impressive    | outstanding                     |                                     |
| 5.       | Attends meetings at ITEEM and CFES  | Attendance to the meeting   | January 1, 2020 | June 30, 2020               | June 30, 2020            | needs improvement  | satisfactory                    | should attend the meeting regularly |
| 6.       | Articulates and represents during pre-bidding and bidding conference/meeting for the ITEEM requested supplies, materials, and equipment assigned by the Director. | Requested supplies, materials, and equipment are clarified and approved | January 1, 2020 | June 30, 2020               | June 30, 2020            | very impressive    | outstanding                     |                                     |

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

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

Prepared by:

**MARLITO JOSE M. BANDE**  
Director, ITEEM





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2020

Name of Staff: NOEL M. ALKUINO

Position: ADMINISTRATIVE AIDE III

**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   |   | 57    |   |   |   |   |



**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

4.75

Overall recommendation :

*He should keep records of all ITEEM equipment which is easily retrievable when needed*

**MARLITO JOSE M. BANDE**  
Director, ITEEM

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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**FM-PRO-14**  
v1 05-27-2020

No. 277



## Employee Development Plan

|                    |  |
|--------------------|--|
| NAME OF EMPLOYEE   | NOEL M. ALKUINO  |
| PERFORMANCE RATING |  |
| AIM                | To enhance his knowledge and skills on maintaining scuba diving gears and marine laboratory equipment. |

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

Date: Jan 8, 2020

Target Date: Apr 20, 2020

First Step: One-on-one discussion on how to enhance his competence to assume his responsibility as Admin Aide III and, at the same time acting as laboratory technician in the Aquatic Ecosystems Division

Result: The agreement was to send Mr. Alkuino for training on marine laboratory equipment maintenance, specifically on scuba diving gears

Date: May 2020

Target Date: July 2020

Next Step: Request to send Mr. Alkuino to a training on marine laboratory equipment maintenance, specifically on scuba diving gears

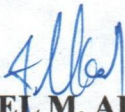
Outcome: Improved Mr. Alkuino's knowledge and skills on handling and maintaining scuba diving gears

Final Step/  
Recommendation: Training on marine laboratory equipment maintenance training specifically on scuba diving gears

Prepared by:

**MARLITO JOSE M. BANDE**  
Unit Head

Conformé:

  
**NOEL M. ALKUINO**  
Ratee