



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


**Annex P**

Name of Administrative Staff: BASTASA, ARTURO S.


Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.77</b>

TOTAL NUMERICAL RATING : 4.77  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING : \_\_\_\_\_  
FINAL NUMERICAL RATING : 4.77  
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

July-December 2022

**"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) 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 DECEMBER, 2022.

  
**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 Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: SUPPORT TO OPERATION SERVICES										
OVPI MFO 4. Program and Institutional Accreditation Services										
	<u>PI 8.</u> Compliance with 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	<u>A 44.</u> Compliance with all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that the QMS core processes of the university are complied with in performing administrative tasks	zero non-conformity	zero non-conformity	5	5	5	5	
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	<u>PI 2.</u> Customer-friendly frontline services	Zero percent complaints from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	Also, performs messengerial services for other offices in the university, as frequently requested.



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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 5. Diligent attendance to the Institute's/college's meetings	Number of monthly/ special faculty & staff meetings attended	Attends meetings by ITEEM and CFES	-	6	5	5	4	4.67	
	PI 6. Additional Outputs	Number of attendance to various virtual and face-to-face meetings, and webinars	Attends virtual and face-to-face meetings/webinars							
		<i>Number of outgoing documents/communications recorded and forwarded to concerned offices and/or processed</i>	Meticulously disseminates/forwards to other units communications, and/or processes documents, and follows-up status	-	205	5	5	5	5	Process documents in connection to travels of personnel, acquisition of supplies/materials/equipment, payrolls, job requests, appointments/contracts and others
		Percent promptness and effectiveness in answering, responding, acting, and/or relaying messages thru any format (phone calls, IP, e-mails, SMS, messenger, etc.)	Promptly answers/ responses/acts and/or relays all official communications/ messages received thru phone calls and SMS	-	100%	4	4	4	4	
		Number of documents reproduced/photocopied in compliance with specific requirements	Does photocopying of official documents	-	100+	5	5	5	5	
		Number of manuals and reports soft/ring bound	Soft/ring binds manuals and reports	-	4	5	5	5	5	
		Daily percentage of the cleanliness and tidiness of rooms/offices and surroundings of ITEEM	Conducts daily cleaning of the ITEEM rooms/offices and surroundings, and meticulously maintains its tidiness	80%	100%	5	5	4	4.67	

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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		Zero report and/or claims on the negligence of office's safety, due to cautious inspection conducted daily before the office closes	Ensures the safety of the laboratory and offices after office hours	No reports/claims received	No reports/claims received	5	5	5	5	
<b>TOTAL OVERALL RATING</b>						4.89	4.89	4.67	4.81	

Average Rating (Total Over-all rating divided by 4)	19.26	<b>4.81</b>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		<b>OUTSTANDING</b>

Comments &amp; Recommendations for Development Purpose:

*Must consider attendance to virtual and face-to-face meetings related to administrative functions.*

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	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
2.	Actively participates in the institute's monthly and emergency meetings	Attendance at the meeting	July 1, 2022	Dec 31, 2022	Dec 31, 2022	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>	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Very Satisfactory	Sometimes delayed due to availability of service motorbike
4.	Answers/responses/acts and/or relays all official communications/messages received thru phone calls and SMS	Messages promptly answered	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Impressive	Very Satisfactory	Enhance more confidence in answering calls
5.	Does photocopying of official documents	Performs photocopying on time, whenever needed	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
6.	Soft/ring binds manuals and reports	Performs photocopying on time whenever needed	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	
7.	Conducts daily cleaning of the ITEEM rooms/offices and surroundings, and meticulously maintains its tidiness	Facilities cleaned and in order	July 1, 2022	Dec 31, 2022	Dec 31, 2022	Very Impressive	Outstanding	Very much improved
8.	Ensures the safety of the laboratory and offices after office hours	Office and laboratory buildings, safe and protected	July 1, 2022	Dec 31, 2022	Dec 31, 2022	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





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2022

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		56				



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		4.67				
Overall recommendation:						
Record keeping must be improved.						

**ELIZA D. ESPINOSA**

Printed Name and Signature  
Head of Office

**"EXHIBIT G"**

## Performance Monitoring and Coaching Journal

	1 <sup>st</sup>	<b>Q U A R T E 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 (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING		July 19, 2022		Notice of meeting	Submission of IPCR 2022 (Jan-June) accomplishments for consolidation to the OPCR 2022 (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



## 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 2022

Target Date: Jan 2022

First Step:

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

Result:

Improved work performance.

Date: July 2022

Target Date: October 2022

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

Conformé:

  
**ARTURO S. BASTASA**  
Ratee