



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: CECILIO M. BENITEZ

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.81

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

Prepared by:


CECILIO M. BENITEZ
Administrative Aide I (Clerk)
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

Jan-June 2021

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CECILIO M. BENITEZ, 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 JANUARY to JUNE, 2021.


CECILIO M. BENITEZ

RATEE

Approved:


ELIZA D. ESPINOSA

DIRECTOR, ITEEM


DENNIS P. PEQUE

DEAN, CFES

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	<u>PI 1.</u> Submission of Institute PPMP for the following year within deadline as prescribed by BAC	On time submission of PPMP	Drafts and finalizes PPMP for general funds, trust funds and project/research funds	On time submission	Submitted on time	5	5	5	5	
	<u>PI 2.</u> Zero per cent complaint from clients served	Zero per cent complaint from clients served	Provides customer-friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
	<u>PI 5.</u> Number of monthly staff meetings attended	Number of monthly staff meetings attended	Attends meetings by ITEEM and CFES	3	6	4	4	4	4	ITEEM monthly staff meetings
	<u>A 48.</u> Attendance to various virtual meetings	A 48. Attendance to various virtual meetings	Attends virtual webinars	1	1	4	4	4	4	Pre-Bidding Conference and Bid Opening of the Supply & Delivery of Construction & Electrical Supplies

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		A 52. Number of documents prepared and acted on time	Prepares Job Order contracts for laborers, SRA and Part-time instructors	10	26	5	5	5	5	
			Prepares Report of Actual Teaching Loads	2	2	4	4	4	4	
			Prepares Trip tickets, Travel Orders & Job Requests	40	102	5	5	5	5	
			Prepares claim documents (payrolls, vouchers and all other supporting forms and documents)	40	100	5	5	5	5	
			Generates DTRs of faculty and other staff	18	18	5	5	5	5	
			Facilitates faculty members in printing of grades sheets/Report of Grade Completion	5	15	5	5	5	5	
			Monitors project budget allocations and expenses	5	7	5	5	5	5	CHED, NR CRM, NR TSP, Kalahi, Nature Park & NRM P1719-3
		A 53. Number of documents filed and retrieved within 1-5 minutes	Files official documents	100	200+	5	5	5	5	
		Additional Outputs:								
		Number of maintenance conducted for the period	Assists in maintaining the cleanliness and orderliness of the office and reception area and its surroundings	4	6	5	5	5	5	

MFO & PAPs	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
		Number of equipment maintained	Maintains the photocopier and assigned desktop computer	1	2	5	5	5	5	
		Number of documents photocopied	Photocopies documents	56	200+	5	5	5	5	
	TOTAL OVERALL RATING					4.80	4.80	4.80	4.80	

Average Rating (Total Over-all rating divided by 4)	19.20	4.80
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.80
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Much improved work performance. Congratulations!

However, attendance to webinars/online clerical training skills are highly recommended to be more effective.

Evaluated & 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: CECILIO M. BENITEZ

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.	Prepares office documents such as trip tickets, travel orders & job requests, and contracts of part-time instructors, laborers (JOs), SRAs, and RAs	Documents on-hand and ISO conformed	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	Keep track on the status of all documents
2.	Prepares reimbursement vouchers, payrolls, pre-travel, honorarium, liquidation, leave, bills	Documents on-hand and ISO conformed	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
3.	Generates DTRs of faculty and other staff and facilitates faculty members in the printing of grade sheets	DTRs and grade sheets submitted on the prescribed period	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	Keep up the good work
4.	Monitors/follows-up project budget allocations and expenses	Updated project funds and resources	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	Need to make reports and/or updates from time to time to the Director and all Project Leaders
5.	Files official documents (and maintains the filing system)	Properly and orderly kept documents	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	Much improved work performance
6.	Maintains cleanliness and orderliness of the office and reception area and maintains office equipment such as photocopier, desktop computer, and telephone	Office facilities and equipment maintained and in order	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	Keep up the good work
7.	Receives and relays incoming communications through IP messages and telephone calls for faculty and staff	Information relayed and action taken	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Very satisfactory	Double check if communications received by the concerns
8.	Attends regular and special meetings of ITEEM and CFES	Attendance to the meeting	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Very Satisfactory	Timely attendance should be improved

*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 : JANUARY – JUNE 2021

Name of Staff : BENITEZ, CECILIO M.

Position : ADMINISTRATIVE AIDE I

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		58				

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
Total Score	58				
Average Score	4.83				

Overall recommendation :

*Pursue more training skills in clerical and work ethics.**Sustain a more improved work performance.*

ELIZA D. ESPINOSA
Director, ITEEM

Employee Development Plan

NAME OF EMPLOYEE	CECILIO M. BENITEZ
PERFORMANCE RATING	
AIM	To improve his interpersonal relationship, document filing and written and oral communication skills.

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

Date: Jan 2021

Target Date: Jan 2021

First Step:

One-on-one discussion on how to enhance his competence to assume his responsibility.

Result:

The agreement was to recommend Mr. Benitez for seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills.

Date: July 2021

Target Date: Nov 2021

Next Step:

Request to recommend Mr. Benitez to attend seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills.

Outcome:

Relationship with co-workers and handling of clients improved, files easily retrieved in less than 2 minutes, and written and oral communication skills improved.

Final Step/

Recommendation:

Seminars on interpersonal relationship/human resource development, document filing and written and oral communication skills.

Prepared by:


ELIZA D. ESPINOSA
Unit Head

Conformé:


CECILIO M. BENITEZ
Ratee