



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: ODELO B. BALDOS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING : 4.73
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.73
ADJECTIVAL RATING : Outstanding

Prepared by:


ODELO B. BALDOS
Agricultural Technician I
ITEEM

Reviewed by:


ELIZA D. ESPINOSA
Director, ITEEM

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Instruction

Nov-Dec 2020

"EXHIBIT B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ODELO B. BALDOS, 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 November 18, 2020 to December 31, 2020.


ODELO B. BALDOS
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)
						Quality	Efficiency	Timeliness	Average	
UMFO 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*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Together with the Institute's dDRC, prepares required documents and complies all requirements as prescribed in the accreditation tools, in coordination with the QAC.	zero non-conformity	zero non-conformity	4	4	5	4.33	Functions as Alternate deputy documents and records controller (adDRC) for ITEEM

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)
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Entertains clients and stakeholders and ensure that their concerns are acted upon by concerned faculty/staff	zero complaint from clients served	100% compliant	5	5	5	5.00	
			Provides support services and assistance in the operation of the administrative function of the Institute, and performs other related tasks as maybe assigned from time to time	1	6/1	5	5	5	5.00	Managing of the Institute's main library/archive; Checking of MR and whereabouts of equipment; Consolidation of ITEEM Annual Report; and other requests
		Number of research and/or extension activities assigned to provide support	Encodes write-ups for IEC preparation, project brochures and other related materials necessary for the RDE programs. Maintains the databank compilations of RDE materials.	1	1/1	4	4	5	4.33	Member of group (headed by Ms. Adelina Carreno) to document and create video - documentary on best nursery practices, in collaboration with ELTI (travel to Kambonggan, Baybay and Mahaplag and meetings/ workshops at ITEEM)
	PI 3: Additional Outputs	A 48. Other outputs implementing the new normal due to covid 19								
		Number of services/actions conducted	Delivers learning modules to VSU students within Leyte island	1	2/1	5	5	4	4.67	Member of VSU Learning Modules Delivery Team (to Leyte North - Abuyog, Mahaplag, Javier, Tolosa, LNU Tacloban)

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)
						Quality	Efficiency	Timeliness	Average	
			Receives and facilitates concerns, and/or requests of CFES MS/BS students	1	4/1	5	5	5	5.0	Performs as CFES Hotline Agent for students' concerns
Total Over-all Rating									4.72	

Average Rating (Total Over-all rating divided by 4)		4.72
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.72
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

- He is highly recommended for advance trainings and/or studies to further hone his capabilities and skills in administrative and research functions.
- He is performing a good job.

Should keep up the good performance!

Evaluated & rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEEM

DATE

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

DATE

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR INSTRUCTION

DATE

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

Performance Monitoring Form

NAME OF EMPLOYEE: ODELO B. BALDOS

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.	As Alternate dDRC of ITEEM, prepares required documents and complies all requirements as prescribed in the accreditation tools, in coordination with the QAC to ensure that all the QMS core processes of the university are complied within the performance of his/her functions as faculty member	Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	November 2020	December 2020	December 31, 2020	Very Impressive	Very Satisfactory	Close coordination with dDRC to learn more on the processes. Should keep/compile documents needed for ISO from time to time
2.	Provides support services and assistance in the operation of the administrative functions of the Institute, and performs other related tasks as maybe assigned from time to time	Smooth and without delay of administrative function flow	November 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	
3.	Consolidates reports for RDE annual report; Consolidates write-ups for IECs, project brochures and other related materials necessary for the RDE programs; Documents ITEEM-TED extension activities, and consolidates reports of these activities	Learned clienteles/ stakeholders thru video-documentary on best RF nursery practices, and project brochures produced	November 2020	December 2020	December 31, 2020	Very Impressive	Very Satisfactory	Further skills on lay outing ITEEM RDE reports is highly recommended
4.	As member of the VSU Printed Module Delivery Team, delivers modules to localities within Leyte Island	Education of students are continued, despite the pandemic	November 2020	December 2020	December 31, 2020	Very Impressive	Outstanding	
5.	Entertains clients and stakeholders and ensures that their concerns are acted upon by concerned faculty/staff	Customer-friendly frontline services with zero% complaint	November 2020	December 2020	December 31, 2020	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 : NOVEMBER – DECEMBER 2020

Name of Staff : BALDOS, ODELO B.

Position : AGRICULTURAL TECHNICIAN 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		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
Total Score					
Average Score	4.75				

Overall recommendation: He is highly recommended for advance trainings and/or studies to further hone his capabilities and skills in administrative and research functions.

He is performing a good job.

Should keep up the good performance!


ELIZA D. ESPINOSA
Director, ITEEM