

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JANUARY – JUNE 2017

Name of Staff ANGELITA B. ORIAS

Position AGRICULTURAL TECHNICIAN I

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3)
1. Numerical Rating per IPCR	4.83	70%	3.381
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	30%	1.464
TOTAL NUMERICAL RATING			4.85

EQUIVALENT NUMERICAL RATING : 4.85


Add: Additional Points, if any : _____

TOTAL NUMERICAL RATING : _____

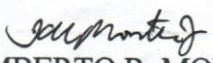
FINAL NUMERICAL RATING : 4.85

ADJECTIVAL RATING : Very Satisfactory


Prepared by:


ANGELITA B. ORIAS
Name of Staff

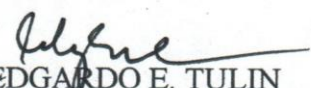
Reviewed by:


HUMBERTO R. MONTES, JR.
Department/Office Head

Recommending Approval:



REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANGELITA B. ORIAS, of the INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY to JUNE, 2017.


ANGELITA B. ORIAS
 Ratee


 Approved: **HUMBERTO R. MONTES, JR.**
 Head of Unit

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
MFO 1 - 2: Advanced and Higher Educational Services	FTE	Teaches the course: SY 2016-17 (2 nd Semester) <ul style="list-style-type: none"> Undergraduate courses (Lec and Lab): Envi 112 	2.0	3.75	5	5	5	5	
MFO 3: Research Services									
Performance Indicator 1:	Number of Peer-reviewed Papers Submitted: <ul style="list-style-type: none"> In refereed Journals for publication 	Author	1	1	5	5	5	5	Socio-ecological Assessment of Integrated Social Forestry in Brgy. Panian, St. Bernard, Southern Leyte
Performance Indicator 2:	Number of Research Outputs Disseminated or Presented in Fora /Conferences	Paper presenter	1	1	4	4	4	4	Rainforestation Trainer's Training Conference

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
Performance Indicator 5:	Number of studies presented	Presenter	1	1	4	4	4	4	Rainforestation Trainer's Training Conference
Performance Indicator 9:	Additional outputs ▪ Number of Research Outputs Submitted: Reports (Monthly, Annual)	Study Leader	1	1	4	4	4	4	Mainstreaming Rainforestation through Capacity Building in Inopacan Leyte
MFO 4: Extension Services									
Performance Indicator 1:	Number of persons-day trained weighted by length of training	Resource person	10	360	5	5	5	5	Rainforestation and Philippine Biodiversity Training
Performance Indicator 2:	Number of trainings conducted/seminars/workshops served/conducted by levels: institutional/local	Resource Person Facilitator	2	4	5	5	5	5	Rainforestation Training
Performance Indicator 4:	Number of beneficiaries served	Technical person	2	110	5	5	5	5	Rainforestation Trainers and adopters
Performance Indicator 5:	Number of technical/expert services	Technical Expert	1	80	5	5	5	5	ELTI-VSU RF Trainers Alumni
Performance Indicator 6:	Number of extension projects/components conducted	Component Leader	1	1	5	5	5	5	Environmental Education and Advocacy of Local Stakeholders through Capacity Building and Cross-Visits to VSU Nature Park

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS	
					Q ¹	E ²	T ³	A ⁴		
MFO 5: Support to Operation Services										
Performance Indicator 3	Number of seminars/trainings/conventions/works hops coordinated inside the University	Organizer	2	2	4	4	4	4		Rainforestation Workshop
Performance Indicator 4:	Number of seminars/trainings/conventions/works hops coordinated outside the university	Resource person	1	2	5	5	5	5		Rainforestation training
MFO 6: Administrative Support Services										
Performance Indicator 5:	Number of equipment maintained	Office equipment in-charge	1	7	5	5	5	5		Thermometer, LCD, Vernier, Light meter, and Analytical Balance
Performance Indicator 8:	No. of office/training facilities maintained	Supervisor	1	3	5	5	5	5		Equipment Office, RDE Office, Mineral Nutrition Screenhouse
Performance Indicator 13:	Zero percent complaint from clients serve	Technical experts	90%	100%	5	5	5	5		
TOTAL OVER-ALL RATING										71 ÷ 15 = 4.73

55+16=

MFO & PAPS	SUCCESS INDICATORS	TASKS ASSIGNED	TARGET	ACTUAL ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	

Average Rating (Total Over-all rating divided by 4)	4.73
Additional Points:	
Punctuality	0.05
Approved Additional points (with copy of approval)	0.05
FINAL RATING	4.83
ADJECTIVAL RATING	Very Satisfactory

Comments & Recommendations for Development Purpose:

Received by:

TERESITA L. QUIÑANOLA

H2M/D0

DATE

Calibrated by:

REMBERTO A. PATINDOL

PMT

DATE

Recommending Approval:

BEATRIZ S. BELONIAS

VICE-PRESIDENT

DATE

Approved:

EDGARDO E. TULIN

PRESIDENT

DATE

- 1 - quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JANUARY – JUNE 2017

Name of Staff ANGELITA B. ORIAS

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	58				

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				

Overall recommendation : Very satisfactory

Humberto R. Montes, Jr.
HUMBERTO R. MONTES, JR.
Name of Head