



Exhibit J

SUMMARY LIST OF INDIVIDUAL RATINGS

Name of Office: Department of Business and Management

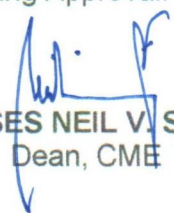
Performance Assessment: July-December 2020

Name of Employee	Numerical Rating	Adjectival Rating
ADMIN. STAFF		
1. Tabinas, Julia	4.69	Outstanding

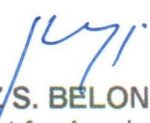
Prepared by:


NILDA T. AMESTOSO
Department Head

Recommending Approval:


MOISES NEIL V. SERIÑO
Dean, CME

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

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.

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, Julia A. Tabinas, Administrative Aide of the Department of Business and Management commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures of the period July 2020 to December 2020

Approved:

JULIA A. TABINAS

NILDA T. AMESTOSO

Ratee

Head, DBM

MFO & PAPs	Success Indicators	Task assigned	Target	Actual Accomplishment	Rating				Remarks
Administrative Support Services					Q ¹	E ²	T ³	A ⁴	
	Preparation of policies/issuances/correspondence								
	No. of pro-forma letters/cover/transmittal/ acknowledgement letters prepared	incharge	60	80	4	4	5	4.33	
	Issuance of existing documents								
	No. of documents issued to requesting party (Grades/registration forms/certificates)	assistant	400	460	4	5	4	4.33	
	Clearance from office accountability								
	No of staff/students Cleared from accountability	incharge	150	160	5	4	5	4.67	
	Secretariat work								
	No. of documents encoded and printed	incharge	800	1000	4	5	5	4.67	
	Information and record management								
	No. of incoming/ outgoing documents recorded	assistant	100	200	5	5	4	4.67	
	No. of documents filed/archived/retrieved	incharge	250	300	5	5	5	5.00	
	Emails								
	No. of emails downloaded and filed	incharge	150	200	5	5	4	4.67	
	No. of email attachment downloaded	incharge	150	250	5	5	4	4.67	
	Preparation of Standard Government Forms								
	Claims/Reimbursements								
	Travel order, Cash advances, trip ticket,RIS prepared	assistant	2	4	4	5	5	4.67	
	No.of itinerary of travel, liquidation report prepared	assistant	2	3	5	5	5	5.00	
	No. of purchase request, Job request prepared	incharge	5	5	4	5	5	4.67	

	No. of appointments/contracts/Job order prepared	incharge	3	2	4	5	4	4.33
	Daily Time Record (DTR)/ application for leave prepared	incharge	20	25	5	5	5	5.00
	Payrolls prepared	assistant	4	6	5	5	5	5.00
	Attendance to meetings/trainings/workshop							
	Meetings/Trainings/seminar workshops/ attended	participant	6	7	5	5	4	4.67
	Preparation of plans and reports							
	Annual Procurement Plan (APP) prepared	incharge	1	2	5	4	5	4.67
	Involvement in Teaching/Admin. Support Services							
	Teaching Load Assignment and Faculty Workload Prepared							
	- Projected Workload	assistant	2	4	5	5	4	4.67
	- Actual Teaching Load	assistant	20	30	5	5	4	4.67
	- Individual Faculty Workload	incharge	20	30	4	5	5	4.67
	- IPCR	assistant	13	30	5	5	5	5.00
	Department Records Controller	DRC						
	Other Services							
	No. of copies printed/photocopied	incharge	2250	3000	5	5	4	4.67
Total Over-all Rating								98.67

4.70

Average Rating (Total overall rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVIAL RATING		

Evaluated & Rated by:

NILDA T. AMESTOSO

Head, DBM

Date: _____

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean, CME

Date: _____

Comments and Recommendation
for Development Purpose: Need to organize
soft- and hardcopy of files for easy retrieval.

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 2020 - December 2020

Name of Staff: Julia A. Tabinas

Position: Admin Aide VI

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

$56/12 = 4.67$

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No.

Total Score						
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 : _____


NILDA T. AMESTOSO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Julia A. Tabinas
Performance Rating: July - December 2020

Aim: Acquire more knowledge and upgrade skills to keep up with ISO requirements. While making necessary adjustments for the new normal modality.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2020

Target Date: December 2020

First Step:

Continue to familiarize with new ISO procedures and formats and required documents; attend virtual orientation related to administrative functions.

Result:

More efficient service to clients and better documentation of activities.

Date: _____

Target Date: _____

Next Step:

Continue to follow ISO standard procedures

Outcome:

Skills upgraded on efficient delivery of support services.

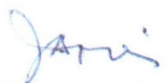
Final Step/Recommendation:

Continual updating of skills for more efficient delivery of support services and enhancing skills by attending virtual seminars related to administrative functions.

Prepared by:


NILDA T. AMESTOSO
Unit Head

Conforme:


JULIA A. TABINAS
Ratee