



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	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING : 4.70
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING : _____
FINAL NUMERICAL RATING : 4.70
ADJECTIVAL RATING : Outstanding


Prepared by:


ARTURO S. BASTASA
Administrative Aide I
(Messenger/Utilityman)

Reviewed by:


TEOFANES A. PATINDOL
Director

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES

Approved:


BEATRIZ S. BELONIAS
Vice-President for Academic Affairs

July-Dec 2023

"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) commit 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, 2023.


ARTURO S. BASTASA

RATEE

DATE

1/25/2024

Approved:


TEOFANES A. PATINDOL

DIRECTOR, ITEEM

DATE

1/28/2024


DENNIS P. PEQUE

DEAN, CFES

DATE

2/12/24

MFO No.	Description of MFO's/PAPs	Success/Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish-ment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Q	E	T	A	
MFO 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*	Percent compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his functions as support staff	0% non-conformity	100% compliant	5	5	5	5	
		On program and institutional accreditations	Assists in the preparation of documents in compliance with all the requirements as prescribed in the accreditation tools	100% compliant	100% compliant	4	4	4	4	
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	PI 2. Customer-friendly frontline services	Zero percent of complaints from clients served	Provides customer-friendly services and assistance to clients	Zero % complaint	Zero % complaint	4	4	4	4	Services extended include errand requests from other units in the university

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	E	T	A	
	PI 5. Attendance to monthly/special staff meetings	Number of monthly/special staff meetings attended	Attends actively to meetings by ITEEM and CFES	3	4	5	5	5	5	
	PI 9. Preparation of documents for processing	Number of outgoing documents/communications recorded and forwarded to concerned offices and/or processed	Meticulously records, disseminates/forwards to other units, and/or processes documents, and follows up its status	100+	210	5	5	5	5	
	PI 12. Effectiveness in responding/relaying official calls/messages	Percent promptness and effectiveness in answering/responding, acting, and/or relaying messages thru any platforms	Promptly answers/responds/acts and/or relays all official communications/messages thru any platforms	90%	100%	5	5	5	5	
	PI 14. Reproduction of documents (scanning/photocopying/printing)	Number of documents reprinted and/or photocopied	Photocopies documents	50	154	5	5	5	5	
		Number of manuals and reports soft/ring bound	Soft/ring binds manuals and reports	-	28	4	4	4	4	
	PI 17. Cleanliness and tidiness of rooms/offices and surroundings of ITEEM Marine Laboratory	Percentage of cleaning conducted daily	Conducts daily cleaning of the ITEEM rooms/offices and surroundings, and meticulously maintains its tidiness	80%	100%	5	5	5	5	
	PI 19. Conducting daily safety and cautious inspection of the office before closing	Zero reports and/or claims on the negligence of office's safety	Ensures the safety of the laboratory and offices after office hours	No reports/claims received	No reports/claims received	4	4	4	4	
TOTAL OVERALL RATING						4.6	4.6	4.6	4.6	

Average Rating (Total Overall rating divided by 4)	18.40	4.60
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.60
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Keep up the great job!



Evaluated & rated by:

TEOFANES A. PATINDOL

DIRECTOR, ITEEM

DATE

1/25/2024

Recommending Approval:

DENNIS P. PEQUE

DEAN, CFES

DATE

2/13/24

Approved:

BEATRIZ S. BELONIAS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

DATE

Feb 13, 2024

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*	Overall assessment of output**	Remarks/ Recommendation
1.	Provides customer-friendly services and assistance	Customer-friendly services	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Very Satisfactory	
2.	Actively participates in the institute's monthly and emergency meetings	Attendance at the meeting	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
3.	Meticulously disseminates/forwards to other units, and/or processes documents, and follows-up status	<ul style="list-style-type: none"> • Circulated memos/ communications • Approved DVs, PRs, Trip Tickets, TOs, etc. 	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
4.	Answers/responses/acts and/or relays all official communications/messages received thru phone calls and SMS	Messages promptly answered	July 1, 2023	December 31, 2023	December 31, 2023	Impressive	Very Satisfactory	
5.	Does photocopying of official documents	Performs photocopying on time, whenever needed	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Very Satisfactory	
6.	Soft/ring binds manuals and reports	Performs photocopying on time whenever needed	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Very Satisfactory	
7.	Conducts daily cleaning of the ITEEM rooms/offices and surroundings, and meticulously maintains its tidiness	Facilities cleaned and in order	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	
8.	Ensures the safety of the laboratory and offices after office hours	Office and laboratory buildings, safe and protected	July 1, 2023	December 31, 2023	December 31, 2023	Very Impressive	Outstanding	

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


TEOFANES A. PATINDOL

Immediate Supervisor

"EXHIBIT G"

Performance Monitoring and Coaching Journal

	1 st	Q U A R T E R
	2 nd	
	3 rd	
✓	4 th	

NAME OF OFFICE	INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)
HEAD OF OFFICE	DR. TEOFANES A. PATINDOL
NAME OF STAFF	ARTURO S. BASTASA

ACTIVITY	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
MONITORING					
Office Attendance				Logbook; DTR	October to December
Attendance to university activities/programs/seminars/workshops			University memos & invitations sent via VSU email	Attendance, certificates	As needed
Leaves (SL, VL, CDO, etc)				Application for Leave forms	October to December
Travels		Updates during meetings		Travel Orders, Pass slips	As needed
Attendance in Meetings			Notice of Meetings	Minutes of Meetings	As needed
COACHING					
Dissemination/forwarding to other units, and/or processing of documents, and follow-up of status	Staff Consultation				As needed

NOTE: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

TEOFANES A. PATINDOL

Immediate Supervisor
Director, ITEEM

Noted by:

DENNIS P. PEQUE

Next Higher Supervisor
Dean, CFES



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2023

Position: ADMINISTRATIVE AIDE I

Name of Staff: ARTURO S. BASTASA

(Utilityman/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 that always result in the best practices 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 the 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 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		59				

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 higher superiors	5	4	3	2	1
2.	Visionary and creative in drawing 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, 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		4.92				

Overall recommendation:



TEOFANES A. PATINDOL

Printed Name and Signature
Head of Office

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 2024

Target Date: Jan 2024

First Step:

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

Result:

Improved work performance.

Date: July 2024

Target Date: October 2024

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:



TEOFANES A. PATINDOL
Unit Head

Conformé:



ARTURO S. BASTASA
Ratee