



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

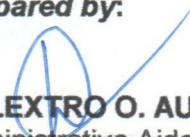
**Annex P**

Name of Administrative Staff: CALEXTRO O. AURE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.67</b>

TOTAL NUMERICAL RATING : 4.67  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING : \_\_\_\_\_  
FINAL NUMERICAL RATING : 4.67  
ADJECTIVAL RATING : Outstanding

**Prepared by:**

  
**CALEXTRO O. AURE**  
Administrative Aide III (Driver)  
ITEEM

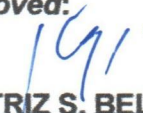
**Reviewed by:**

  
**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, CALEXTRO O. AURE, *Administrative Aide III*, 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.

CALEXTRO O. AURE

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)
						Q	E	T	A	
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customer-friendly frontline services	Provides customer-friendly frontline services to clients	Zero % Complaint	Zero % Complaint	✓	✓	✓	✓	
			Renders assistance to other functions of the Institute	1	400% (4/2)	4	4	4	4	Assists on RF nursery works: 1) Bagging; 2) Repotting; 3) Cleaning the area; 4) Hauling of materials
	<b>PI 5.</b> Monthly/special staff meetings attended*	<b>A 47.</b> Number of monthly and emergency meetings attended	Actively participates to the institutes monthly and emergency meeting	1	3	4	4	4	4	
	<b>PI 6:</b> Additional Outputs	Number of driving tasks completed safely	Safely drives official university vehicle(s) on official travels outside VSU main campus	15	46	5	5	5	5	
			Safely drives official university vehicle(s) within VSU main campus during official activities	10	16	5	5	5	5	



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	
		Number of maintenance conducted	Conducts maintenance on assigned vehicle	7	6	✓	✓	✓	✓	Engine checkup, trouble shoots lights, cleaning/washing, change oil etc.
Total Overall Rating						4.67	4.67	4.67	4.67	

Average Rating (Total Over-all rating divided by 4)	18.67	4.67
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		Outstanding

## Comments &amp; Recommendations for Development Purpose:

Continue your active participation in all activities of the Institute.

Keep up the good work, even after your retirement day.

Evaluated &amp; rated by:

ELIZA D. ESPINOSA

DIRECTOR, ITEM

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: CALEXTRO O. AURE

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.	Drives official university vehicle(s) on official travels outside VSU main campus	The purpose of the trip is safely and reliably completed	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	Sustain patience while driving.
2.	Drives official university vehicle(s) within VSU main campus during official activities	The purpose of the trip is safely and reliably completed	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	Sustain patience while driving.
3.	Maintains (washing, cleaning, tire replacement, etc.) the assigned vehicle	The vehicle is maintained and roadworthy	January 1, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	Keep up the good work.
4.	Assists in RF nursery works (bagging, repotting, cleaning the area, hauling of planting materials)	Boosted the nursery activities	January 1, 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	Continue helping the RF activities if no official travels outside VSU.
5.	Attends meetings at ITEEM and CFES	Attendance to the meeting	January 1, 2021	June 30, 2021	June 30, 2021	Needs improvement	Very satisfactory	Due to the pandemic crisis, face-to-face meetings are discouraged. Adoption of the new normal like attendance in the virtual meeting is highly recommended.

\*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 : AURE, CALEXTRO O.

Position : ADMINISTRATIVE AIDE III

**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		56				



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	56				
Average Score	4.67				

Overall recommendation :

*Sustain good work ethics, even after your retirement day.*

**ELIZA D. ESPINOSA**  
Director, ITEEM