



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: JESIBEL L. MUERTIGUE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.84	70%	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: 4.87
Add: Additional Approved Points, if any: -
TOTAL NUMERICAL RATING: 4.87

FINAL NUMERICAL RATING 4.87

ADJECTIVAL RATING: **Outstanding**

Prepared by: JESIBEL L. MUERTIGUE
Name of Staff

Reviewed by: DENNIS P. PEQUE
Dean, CFES

Recommending Approval:

DENNIS P. PEQUE
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ms. Jesibel L. Muertigue**, of the College of Forestry and Environmental Science commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July to November, 2022**.

JESIBEL L. MUERTIGUE

Ratee 1/10/23

Approved:

DENNIS P. PEQUE

Dean, CFES

01/24/23

Description of MFO's/PAPs	Success Indicators	Program/ Activities/ Projects	Tasks Assigned	Annual Target	Actual Accomplishment	Rating				Remarks
						Quality	Efficiency	Timeliness	Average	
Advanced & Higher Education Services	Number of Gradesheets received and facilitated	Receive and Facilitate	Receive and facilitate gradesheets from departments for submission to Graduate School and Registrar's Office	7 (3.5)	85/3.5 (2428%)	5	5	5	5	32 ITEEM, 53 DFS
	Number of Student Completion of Grades facilitated and recorded	Facilitates submission and Filing of Students' Completion of Grade	Facilitates, records, submits and files students completion of grades	5 (2.5)	3/2.5 (120%)	5	5	5	5	AEP, TAP, DPP
	Number of course syllabus received and facilitated	Receive and Facilitate	Receive and facilitate course syllabus from departments for submission to ODIE	3 (1.5)	2/1.5 (133%)	4	4	4	4	Fory283, Fory285
	Number of Table of Specifications received and facilitated	Receive and Facilitate	Receive and facilitate table of specifications from departments for submission to ODIE	3 (1.5)	5/1.5 (333%)	5	5	5	5	Fsci131, Fory211, Fmgt127, Fmgt11, Fsci123

	Number of Student's Clearance requests printed and facilitated	Print and Facilitate	Print and facilitate Student's Clearance from departments for submission to the corresponding offices for signature	3 (1.5)	31/1.5 (2800%)	5	5	5	5	Monteverde, Ybáñez, Petscorin, Soriano, Caballes, Pepito, Cebrenros, Gamutan, Tayom, Bendanillo, Lopez, Permangel, Gales, De Paz, Gervacio, Pialago, Maat, Flores, Artugue, Naldo, Bacus, Canabe, Veloso, Donaire, Billona, Baltazar, Camarines, Asilo, Permejo, Lariba, Nopal
	Number of Student's Routing Slip, Transmittal, Approval Sheet facilitated for Deans signature	Facilitate	Facilitate Students Routing Slip, Transmittal, Approval Sheet, etc. from departments for submission to the corresponding offices	3 (1.5)	42/1.5 (3467%)	5	5	5	5	Registration forms, Readmission, Nomination of GAC, Request for changing degree programs, revised plan of course work, Application for Graduation, Approval of Thesis Outline, Application for Leave of Absence
General Administration and Support Services (GASS)										
Efficient and customer friendly frontline service	0% complaint from client served	Frontllining	Frontline services	no complaint	no complaint	5	5	5	5	Based from Customer Feedback Report from Jul-Nov 2022
Student Services	Number of documents requested by students served	Clerical	Prepared and facilitated documents for approval	6 (3)	10/3 (333%)	5	5	5	5	Forms required for graduation
Secretariat Works										
	Number of faculty workload for the Academic Calender 2022 received and facilitated for Deans signature	Receive and Facilitate	Checks the IFW and forward to the Office of the President for Academic Affairs	6 (3)	19/3 (633%)	5	5	5	5	ITEEM Faculty & Part-time & DFS Faculty and Part-time

Number of accomplishment reports encoded facilitated and submitted	Encode and print	Encoded and submits accomplishment reports for submission	12 (6)	21/6 (350%)	5	5	5	5	Dean's accomplishment report, Job Order, RDE Projects
Number of Outgoing communications prepared	Encoding and printing	Encodes and prints outgoing communications	23 (11.5)	30/11.5 (261%)	5	5	5	5	Outgoing communications (July-Nov 2022)
Number of Incoming and Outgoing documents recorded & released	Recording	Records Incoming and outgoing documents	53 (26.5)	65/26.5 (245%)	5	5	5	5	Outgoing and incoming documents (July to November 2022)
Number of OPCR, IPCR, prepared, reproduced and submitted	Preparation and submission of documents	Encodes, prepares, reproduces and submits IPCR and OPCR	5 (2.5)	1/2.5 (40%)	4	4	4	4	1 admin
1. Job Requests Preparation	Preparation and Submission of Job Requests	Prepares and Submits Job Requests to Concerned Units	5 (2.5)	7/2.5 (280%)	5	5	5	5	Repair and Maintenance Requests for Electrical, Carpentry works and etc.
2. Number of Standard government forms	Preparation and submission of standard government	Prepares and submits standard government forms	10 (5)	29/5 (580%)	5	5	5	5	DTR's (Jul-Nov 2022), Application for Leave
3. Number of Purchase Requests, PPMPs prepared and submitted	Preparation of PR's and PPMPs	Prepares and Submits PRs and PPMPs	3 (1.5)	18/1.5 (1200%)	5	5	5	5	General Fund (CFES Higher Education) for 2023, Research Projects (BIOCAMP, ENHANCED)
4. Number of Payrolls prepared	Preparation and submission of Payrolls	Prepare and submits Payrolls of JO	15 (7.5)	45/7.5 (600%)	5	5	5	5	Lopez et al. Magno et.al, Bulahan, JO Emergency Laborer
5. Number of Financial documents prepared and submitted	Preparation and submission of financial documents	Prepare and submits financial documents	6 (3)	25/3 (833%)	5	5	5	5	Petty Cash Cash Replenishment, Reimbursement of Expenses, Payment for Meals, Sustained Yield FR
6. Number of CFES documents consolidated/filed	Consolidate/ file	Consolidates and files documents	25 (12.5)	5/12.5 (40%)	4	4	4	4	ITEEM & DFS OPCR's, incoming and outgoing documents recommended for consolidation

Other Services										92
Total Over-all Rating								4.64		19

ll rating divided by 4)		
Additional Points		
with copy of approval)		
FINAL RATING		4.64
JECTIVAL RATING		outstanding

Comments and Recommendations for Development Purpose:

Maintain excellent work ethics. you're doing great!

Evaluated and Rated by:

DENNIS P. PEQUE

Head of Unit

Date: 1/23/23

Approved by:

BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: 1/24/23

PERFORMANCE MONITORING FORM


Name of Employee: JESIBEL L. MUERTIGUE

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	Prepares office communications, payrolls, accomplishment reports, job requests, & etc.	Very Impressive	July 1, 2022	November 25, 2022	November 25, 2022	Very Impressive	Outstanding	Keep up the good work.
2	Follow up vouchers, purchase requests, students related concerns and other request of the office.	Very Impressive	July 1, 2022	November 25, 2022	November 25, 2022	Impressive	Very Satisfactory	Good work.
3	Maintains the proper arrangement of files in the office.	Very Impressive	July 1, 2022	November 25, 2022	November 25, 2022	Very Impressive	Outstanding	Keep up the good work.
4	Monitors the incoming and outgoing documents for record purposes.	Very Impressive	July 1, 2022	November 25, 2022	November 25, 2022	Very Impressive	Outstanding	Keep up the good work.
5	Assists and monitors the delivery of requested documents on time	Very Impressive	July 1, 2022	November 25, 2022	November 25, 2022	Very Impressive	Outstanding	Good work.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


DENNIS P. PEQUE 1/24/23
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to November 2022

Name of Staff: Jesibel L. Muertigue 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						

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		4.94				

Overall recommendation : Strongly recommended for renewal


DR. DENNIS P. PEQUE 01/24/22
 Printed Name and Signature
 Head of Office

"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	DEPARTMENT OF FOREST SCIENCE
SUPERVISOR	DR. DENNIS P. PEQUE
NAME OF STAFF	JESIBEL L. MUERTIGUE

MONITORING	MECHANISM				REMARKS
	MEETING		MEMO	OTHERS (Please specify)	
	ONE-ON-ONE	GROUP			
	July 2022		OP MC #s 138, 139 & 140, series of 2021. OP MC # 01 & 10, series of 2022	Email	<ul style="list-style-type: none">Follow up the data of Semi Annual and Quarterly Report for 2022 for consolidation and submission to the higher offices.Follow up JO Contract for July – December 2022.Ask update on the work from home arrangement of faculty and staff of DFS
		August 2022	OP MC # 01, 03, 08, & 10, series of 2022	Email and group chat	<ul style="list-style-type: none">Set deadlines and updates for some outputs to be submitted:<ul style="list-style-type: none">Course syllabi for 1st Semester SY 2022-2023 – September 9, 2022
		September 2022	OP MC # 11, series of 2022	Email and group chat	Follow up on the submission of documents for payment of snacks re COA Notice of Suspension
		October 2022	OP MC # 23 series of 2022	Email and group chat	<ul style="list-style-type: none">Ask an update regarding the preparation of documents in relation to the conduct of ISO Surveillance Audit

		November 2022		Notice of Meeting	CHED Monitoring of Flexible Learning Modalities
	July to November 2022			Individual faculty workload, notice of meeting, research appointments, invitations for seminars/trainings/workshops	<ul style="list-style-type: none"> Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials & course syllabus, prepares and gives examinations, submits grades sheets within prescribed period, makes himself available for student's consultations, and approves manuscripts. Performs research and extension functions such as; prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.
COACHING		July 2022		Notice of Meeting/Email	Reminded to attend DFS Faculty Meeting regularly
		September 2022		Email	Organize and facilitate a program for CFES Students Onboarding
		October 2022		Notice of Meeting	Brainstorming on Corrective Action of CAR-22-097 regarding late submission of IPCR and OPCR.

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

Conducted by:


DENNIS P. PEQUE 01/24/23
 Dean, CFES

Noted by:


BEATRIZ S. BELONIAS 1/24/23
 VP for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Jesibel L. Muertigue
Performance Rating : 4.84 (Outstanding) July – November 2022

Aim: To help prepare and facilitate the office documents related to students, faculty, staff and other administrative matters in accordance to the ISO Quality Management System of the university by following the quality procedure. Keeps and maintains quality records and improve percentage of delivery on requested documents on time.

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

Date: July 2022

Target Date: September 2022

First Step:

Monitor Ms. Muertigue's performance regarding the preparation and facilitation of office documents and the improvement on the delivery of faculty, students, staff requested documents.

Result:

Majority of the requested documents were prepared on time.

Date: October 2022

Target Date: November 2022

Next Step:

One-on-one meeting with Ms. Muertigue

Outcome:

Her performance specific to document preparation has improved more.

Final Step/Recommendation:

Required Ms. Muertigue to develop her skills, performing as college dDRC and college hotline agent, and facilitate preparation of documents as required by the Faculty.

Prepared by:


DENNIS P. PEQUE 01/24/23
Unit Head

Conforme:


JESIBEL L. MUERTIGUE
Ratee