EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period: <u>JULY - DECEMBER 2018</u>

Name of Staff ELVIRA B. GORRE

Position ADMINISTRATIVE ASSISTANT II

PARTICULARS	NUMERICAL RATING	PERCENTAGE WEIGHT	EQUIVALENT NUMERICAL RATING	
(1)	(2)	(3)	(2 x 3)	
1. Numerical Rating per IPCR	4.91	70	3,437	
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30	1. 470	
	TOTAL NUM	ERICAL RATING	4. 913	

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any

TOTAL NUMERICAL RATING

4.913

FINAL NUMERICAL RATING

4.913

ADJECTIVAL RATING

Prepared by:

Reviewed by:

ELVIRAB. GORRE

Name of Staff

MARLITO M. BANDE

Department/Office Head

Recommending Approval:

DENNIS P. PEQUE

Dean, CFE\$

Approved:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Computation of Final Individual Raing for Administrative Staff

Rating Peripol: JULY - DECEMBER 2018

Name of Steff ELVIRA S. GORRE

Position ADMINISTRATIVE ASSISTANT II

C	EQUIVALENT NUMBRICAL RATIN	PERCENTAGE WEIGHT	NUMERICAL RATING	PARTICULARS
	(2 x 3)	(ε)	(2)	
	3,437	70	14.4). Municrical Rating per IPCR
	1.470	* O.8	4.92	1. Supervison Head's assessment of his contribution towards kelainand of affice accomplishments
	4.413	ENICAL RATING	INIK RATOT	<u> </u>

SQUIVALENT NUMBERCAL RATING: AsM. Additional Points, if any TOTAL NUMERICAL RATING 4.445 FINAL NUMBRICAL RAPING Milkowy H13

ADJECTIVALBATING

HLVIRA B. GORRE Name of Staff

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MARLITÓ M. BANDE Department Office Head

Recommendation approvals

1 - S 10 C DENVIS IL PENVIE Dean, OFELS

Approved:

BEATRIC E., BELONIKS Vice-Président de bisametical

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ELVIRA B. GORRE</u>, of the <u>INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>JULY</u> to <u>DECEMBER</u>, 2018.

ELVIRAB. GORRE RATEE

Approved:

MARLITO M. BANDE UNIT HEAD

MFO &						Ra	iting			
PAPs	Success Indicators	Tasks Assigned		Accompl ishment	Q ¹	E ²	T ³	A ⁴	Remarks	
MFO 1 & 2	INSTRUCTION									
Pl 9	Number of IEC materials designed/laid out/ printed/reprinted	Designs/lays out/prints/reprints information brochures/flyers, prospectus, courses schedule/in-charge, course outlines	100	125	2	2	7	Z	MSTREC & BSEM brochures reproduction; courses syllabi	
	Number of student activity printed materials produced	Designs/lays out and prints programs, certificates, etc. for students' activities	1	5	3	3	J	7	Tree planting certificates	
MFO 4: EX	TENSION SERVICES									
Pl 2	Number of sets of training materials prepared/produced)	Designs/lays out and prints invitation brochures/flyers/ programs, nametags, certificates, attendance sheets	25	306	3	3	3	J	Training on Biodiversity Assessment in VSU, Hindang, Inopacan &	
		Designs/lays out streamers/backdrops	1	2	I	5	2	Z	Biliran; Participatory Coastal Resource Assessment Training/Workshop in Hindang	
Pl 3	Number of IEC materials designed/laid out/ printed/reprinted	Designs/lays out posters/billboards/signages/markers/labels	3	30	J	3	3	2	Tree labels during tree planting of officials and visitors	
		Prints/reprints reports	-	1	J	7	5	7	Reprinted copy of ITEEM 2017 annual report for ITEEM archive	
MFO 5: SU	PPORT TO OPERATION SERVICES									
ITEEM MF	O 1: Faculty/staff development							-	*	
Pl 4	Additional outputs:									
PI 4.1	Number of faculty/staff/awards/honors received related to operational support	Awardee	-	2	Z	5	3	2	Lingkod Bayan Award (National and Regional Awards)	
ITEEM M	FO 6: Library Services		<u> </u>		L			1	·	
····	Number of recorded users	Library users monitored	30	43	J	5	Z	Z		

"别"的机道来源"

ndividual performance dominiment a review form (ror)

I. <u>ELMINA B. OOMNE</u> of the INSTITUTE OF TROJECAL ECOLOGY & ENMISSION MENTAL MININGERIAL COMMITS to deliver and agree to be retained to the attainment of the following tengets in accordance with the indicated measures for the period JULY to PIX EMBER, 1918.

ELVIRA DORKU

ppolited MARKITO M. BANDET UNITHEAD

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Romanike	è _j .	ē ;	£-(50	lemons.	fegreT	Tasi a kasigned	Success hidicators	2934
								MOT SURFECTION	MEGISA
MSTPSC & 689M brokenies eg o trotten, comess sylladi	j	1.2	1 2	13	125	5.11	Designs/lays outpante/regults information brachum-/flyers, prospectur, neurose scheduleffa sharge, course outpoes	Number of IEO materials designs official out particulars pagetated	619
टायसजीवी त्रवंद ग ुक्ते स्वीत् इट ी	7	え	7	7		! !	Designafiays out and prints sugrems, certificated letc. for shotonts aboutes	Number of student zoti iliz printed meterials produced	
	4					The state of the s		YENEON SERVICES	MFQ A EXT
cruning on Prodivinsity Assessment in VSU, Mindang, Indiscens	3	12	Z	2	308	38:	Designs/lays out and prints invitation brochums/flyers/ programs, numetags, certificates, attendence uneets	Fiumber of sere of training metodela preparediproduced)	9.14
P. J. m.n., Pacacitetury, Coastal Recondros Assassa, tent Valumy/Mucahor in Hindorg	7-	Z		1.7	S	ļ .	Designa/lays out streamers/backtroos		
Tree is been during beau planting of officials and visitors	72.	7	2.	1 -	6.8	8	Designs/lays out posters/biliboarda/signageofmarkers/lgbals	Number of IEC materials designedifiard out princed/reprinted	2.619
Reprinted copy of INPEM 2017 annual import for ITEM archive	7.	, £	2	.5	r	-	Printameprints reports		
The second secon								PROPERTY OF SERVICES	MFO 5: SU
						and the same of the same of the same		1 f. Faculty/staff nevelopment	ITEEM MFC
			7					Additional outputs:	\$ [c]
Different Daylon Award (National and Regional Awards)	72		7.		2		Awardee	Number of faculivisiaff/awards/honors received related to operational support	24.1
A THE COLUMN TWO CONTRACTOR OF THE CONTRACTOR OF	(a made resorted only				. March		FO 6: Library Services	ITE'EM MI
	17	12	17] 64	53	Library use re manifored	Numinar of recorded users	

MFO &				Actual	Rating					
PAPs	Success Indicators	Tasks Assigned		Accompl ishment	Q ¹ E ²		T³ A⁴		Remarks	
	Number of hours of monitoring conducted	Monitors the ITEEM main library	15	24	J	1	7	4		
ITEEM MF	O 7: Program and Institutional Accreditation Services					•				
PI 4.2	Number of activities assisted & facilitated	Assists & facilitates in the preparation and consolidation of documents	1	2	J	7	Z	ځ	AAAAA PAFMA	
PI 4.2A	Number of sets of documents prepared	Designs/lays out and prints materials needed for the supporting documents (i.e. designs official cover for bound documents, prints e-files of documents gathered)	50	117	z	7	3	4	AACCUP (for BSEM & MSTREC), RQAT (for BSEM)	
MFO 6: AD	MINISTRATIVE SUPPORT SERVICES									
PI 1	Number of staff supervised and monitored	Monitors/supervised student assistant and accreditation staff	2	4	3	Z	3	ک		
PI 2	Number of meetings attended	Attends meetings by ITEEM and CFES	5	5	4	4	4	4		
PI 3	Number of documents prepared:									
	Number of documents acted upon on time &	Monitors & acted official e-mails	15	213	ي	3	2	7		
	monitored	Signs Internal Clearance	20	50	Z	2	7	7		
		Checks folder file updates	20	52	J	15	7	I		
		Prepares appointments for project/study/component leaders	10	21	2	J	Z	7		
		Prepares Faculty Workloads: Projected, Actual and Individual	3	7	ų	ユ	7	7		
		Prepares certification issued to clients	2	8	7	五	ک	Z		
		Prepares letters/notices/memoranda	5	13	Z	7	3	2		
		Prepares overtime requests for staff	•	2	7	7	T	7		
		Prepares overtime reports	-	2	2	Ľ,	I	Z		
		Prepares IPCR targets and accomplishments and its attachments	3	8	Ţ	ک.	Z	Z		
		Consolidates and packages all IPCR and OPCR and its attachments	1	4	Z	Z	2	7		
	Number of documents filed & retrieved within	Manually files documents	30	65	7	Z.	3	7		
	3-5 minutes	Electronically files documents	50	120	2	Ţ	ک	7		
		Backs-up CDs of e-files/data	30	36	7	Z	ካ	5		
	Number of reports consolidated	Consolidated annual report of the institute	1	1	4	4	4	(4		
PI 4	Number of academic lecture/laboratory rooms maintained	In-charge of ITEEM main library	1	1	4	4	4	4		
PI 9	Number of meetings attended	As committee co-chair/member for university activities and as ITEEM representative	-	3	3	Ī	Z	5	AACUP streamers/signages /tarps committee, PRIME HRM meeting ITEEM representative	

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24,PS	อักดีเกิดเรื่องกระที่	bengiosh chall	Target	legarossál Imamáni	Ŋ	14	£	Α	exhysistana ·
	Number of hours of monitoring conducted	Menitors the ITEEM main library	et !	124	7	2	_2	17.	
EM ME	O 7: Program and institutional Acc cortation Socyloss								
14.2	Number of advittes assisted & facilitated	Assists & facilitates in the preparation and consolidation of documents	٦	2	1	<i>Z.</i>	7	727	
4 .20	Number of sets of documents propared	Designs lays out and prints materials needed for the supporting documents (i.e. casigns official cover for bound documents, prints arilles of documents gatheron)	50	7.5	7	7	ý		AACCUP (for 88EM 8. MSTREC), ROAT (for 68EM)
JA :8 C	MIMIE (RATIVE SUPPORT SERVICES			The supplemental s					The second secon
119	Number of staff supervised and monitored	Monitors/superviued starters assistant and accession staff	ξ	į.	**	•1	***		
. 19	Number of meetings attended	Attends insolings by ITEEM and CrES	3	ð					
£ 19	Number of decuments propered.								1
	Number of decuments asted upon on time &	Montiors & noted official e-matte	14.	. <u> </u>				<u>-</u>	
	monitered	Signa Internal Clearance	OS .	. 50	7		3.	7	
		Checks folder file updates	20	ŠŽ		· . • • • • • • • • • • • • • • • • • •	7	7	
	!	Prepares appointments for project/strudy/contropent loaders	or	1.5	7	2	7		Commence of the Commence of th
		Prepared Faculty Workloads: Projected, Actual and Individuel	ε	٧.	13.		.,	7	
	!	Prepules certification is sued to clients	\$	3	2	2	7	7	
		Prepares letters/notices/memoranda	ā	, <i>E</i> t	<i>I.</i>	7		7	
		Prepares overfime requests for steff		\$		7.		7	
		Prepares overlime reports		S	ercy els		2.	.,	
		Prepares IPCR largets and accomplishments and its affectiments	ε	<u> </u>			<u> </u>	~)	
		Occeptiones and packages all IPCR and OPCR and its attachments		b.	7		-/	7	
	Number of documents filed & retrieved within	Manually files documents	ઉદ	38		7	2		
	5-5 ninules	Electronically files documents	OĐ:	120	7.	2			
		Backs-up CDs of e-iliceldate	30	<u> </u>		1/-	7		
	Number of reports consolidated	Consulidated annual report of the institute	ŗ		englis englis		1		
(b)	Number of academic lecture/laboratory rooms individued	hechaige of ITEEM main library	į.				4.	ļ.	
61	Number of meulings attended	As committee on creat/momber for university nativities and as ITEEM representative		£	<u>پر د د د د د د د د د د د د د د د د د د د</u>	i.	7	->	AACUP suellind skelgnoje Italija oonimilide PRIME H meeting ITECM representa

MFO &				Actual		Ra	ting		*
PAPs	Success Indicators	Tasks Assigned	Target	Accompl ishment	Q¹	E ²	T³	A ⁴	Remarks
PI 9.1	Additional outputs:								
	Number of materials designed/laid out for university activities	Designs/conceptualizes/lays out billboards, streamers, backdrops, posters, signages, markers; brochures/programs	-	10	ک	Ţ	T	Ũ	Dept markers, Christmas lights switching on program,
PI 13	Zero per cent complaint from clients served	As desktop publisher, training facilitator and as a general public servant	90%	100%	7	Z	ػ	7	
	TOTAL OV			4.91	4.91	4.91	4.91		

Average Rating (Total Over-all rating divided by 4)	4.91
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.91
ADJECTIVAL RATING	Outstandina

Comments & Recommendations for Development Purpose:

Should undergo training an new techniques on lay-antihy and web page designing

Evaluated & rated by:	Recommending Approval:	Approved:
	Cmrb-	Jay-
MARLITO M. BANDE	DENNIS P. PEQUE	BEATR/Z S. BELONIAS
DIRECTOR, ITEEM	DEAN, OFES	VICE-PRESIDENT FOR INSTRUCTION
24 January 2019	1/21/19	
DATE	DATE	DATE

1 - Quality

2 - Efficiency

3 - Timeliness

4 – Average

		:::i	165	English distance	Actual			8 (171M
ខរាំៈនេះមាន#	·A	EŢ	£3	, c	Accortul ishment	Parget	Subcess traffict bolls	2946
							Additional outputs.	PI 9.1
Dapt markers, Ornshmas ilgnis switching on program.	7.		15	1.7	0f		Humber of materials designed/laid out for Designs/conceptualizes/lays out pillboards, sueamers, becharps, university activities.	
	2	2	2.	7.	<i>?</i> 0001	%06	Zero per cent complaint from clients ser /od servent servent servent	81.19
	112.	19.4	11年。	10.4	-	(TOYAL CARRED	

	Average Rading (Total Over all reling divided by 4)
	Addition at Points:
	Approven Adolfonal points (vulnicopy of approva)
11.1	PINĄL RATINO
A. C. A. C. C. A. A.	ADJECTIVAL PATING

Comments & Recommendations for Development Purpose. propose grap can have retingen as

REATRIZ S. BELONIAS

VICE-FRESIDENT FOR INSTRUCTION

DATE

Evaluated & rated by:

yfiland - t

MARLITO W. BANDE MBETT, SOTOBSID

DATE

PHAR PROMOTER AS

2 - Timelines 2 - Efficiency

Recommending Approval:

Cini-

DEAN, CIES

DATE

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : <u>JULY – DECEMBER 2018</u>

	Name of Staff	ELVIRA B. GORRE	Position	ADMINISTRATIVE ASSISTANT II
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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	Scale Descriptive Rating Qualitative Description			
The performance almost always exceeds the job requirements. The delivers outputs which always results to best practice of the unit. He exceptional role model				
4	Very Satisfactory The performance meets and often exceeds the job requirements			
3	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.		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			59					

instrument for Parliamance Effective asse of Administrative Staff

Railing Period: JULY - DEQEMBER 2018

Name of Staff SEMICA B. CORRE

Position ADMINISTRATIVE ASSISTANT IL

INSTRUCTION TO SUPERVISOR: Planes includes the effective design accordingle in contributing towards attainment of the calibrated largets of your department of the calibrated largets of your department of the deletion using the scale below. Endirely your restruction

1), DRM, CSC, DCST, MEDA, PASUC and shalar regulatory agencies within 5 4 3 2 1 1 and time by rendering overtime work even without dyertime pay 1 as all ussigned tasks as his/her share of the office (argets and delivers) 1) It is all ussigned tasks as his/her share of the office (argets and delivers) 1) It is all ussigned tasks as his/her share of the office by assisting co- 1) It is a signed to help aitain the targets of his/her office by assisting co- 2) It is a contained to help aitain the targets of his/her office by assisting co- 2) It is a contained to help aitain the targets of his/her office by assisting the arrow work. 3) It is a contained to her work which is easily retrievable when needed. 3) It is accurate records of her work which is easily retrievable when needed. 3) It is a start to his assigned by the head or by inginer offices of the ortice to he accurate to his position but orticed to his attainment of the contained to his position but orticed to his attainment of the contained to his period or by inginer offices even if the university.	Sealc	Descriptive Rating	ie _w o					
Satisfactory The performance medic job requirements Four The cerformance needs some development to meet job requirements. Pour The staff fairs to meet job roquirements. Source (boath for subpordinates and caperofocus) Source sensitivity to client's needs and makes the latter's experience in the staff fairs are decreased and makes the latter's experience in the office hitfining and rewarding. Source the collents even beyond oilfolal time. Source of serve the collents even beyond oilfolal time. Source of the calculation of the collent even beyond oilfolal time. Source of the calculation of the collent even beyond oilfolal time. Source of the calculation of the collent even the collent even the collent even without devertime pay assisting collection of the collent texts. Source of the collent even the calculation of the collection of the collection work. Source of the collection of the work which is easily retrievable when needed. Source of the work which is easily retrievable when needed. Source of the collection of the performance of the collection of the office of the collection of the office of the orfice of orfice o	5	Ouistanding	delivers outputs which always r					
Fair The performance needs some development to meet job requirements. Poor The staff fairs to meet job requirements. Social matters sensitivity to client's needs and makes the latter's experience in the properties and makes the latter's experience in the properties and makes the latter's experience in the properties and the conflict and reversified. Social self-evaluable to clients even beyond oitfoird films. Social conflicts are property required by higher offices/agencies subthan the preventient over the properties of the office (argety and deliver). Deby, CSC, DCST, MEDA, PASUC and strain regulationy agencies within the preventient of the office and ideal the character of the office by agencies within the preventient inner. The properties of the office by assisting colors that the preventient all assigned tasks. The properties the properties and logs out upon departure presents when needed. The properties records of her work which is easily retrievable when needed. The preventies records of her work which is easily retrievable when needed. The preventies records of her work which is easily retrievable when needed. The properties the properties of the head or by higher offices or the orthost. The properties the properties of the head or by higher offices or the orthost. The properties of the university.	<u> </u>	Very Satisfactory	tandika terbai menanda arama ara	job requirem	ement	<u>et</u>		
Pyor (The start tails to meet job requirements) Social mutates sensitivity to citizents and supervisors) surrouses sensitivity to citizents needs and makes the latter's expanence in \$\frac{1}{2}\$ \text{ in } 2 1 \text{ power young business with the critice hybriding and revealding.} s self-evaluable to citizents even beyond difficient lines s self-evaluable to citizents even beyond difficient files such as self-evaluable to citizents required files such as self-evaluable to citizents required files such as self-evaluations over time work even without directions pay 15. 4 3 2 1 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1	3	Satisfactory						
Scale Record for subordinates and supervisors) Scale Record positivity to client's needs and makes the latter's exparience in State 1 2 1 2 1 2 1 2 1 2 2 1 2 2 2 2 2 2 2	<u> </u>		en contrata de la companie de la com	iuper doi teen	equirer	drigir	<u>S.</u>	
Provided the sensitivity to client's needs and makes the latter's experience in the critical integral developed business with the critical integral repeated by higher offices/agencies such as self-available to clients even beyond difficient time. 5. DBM, CSC, DOST, MEDA, PASHO and studied regulations agencies within the presenting over time work even without quertime pay. 5. DBM, CSC, DOST, MEDA, PASHO and studied regulations agencies within the presenting over time work even without quertime pay. 6. DBM, CSC, DOST, MEDA, PASHO and studied register and delivers. 6. DBM, CSC, DOST, MEDA, PASHO and studied largest and delivers. 6. DBM, CSC, DOST, MEDA, PASHO and studied largest and delivers. 7. DBM, CSC, DOST, MEDA, PASHO and studied by assisting conduction at assigned tasks. 7. DBM, CSC, DOST, MEDA, PASHO armst, secures pass ship where the work on time, hops in the largest of higher pashod. 7. DBM, CSC, DOST, MEDA, PASHO armst, secures pass ship where the work which is easily retrievable when needed. 7. DBM, CSC, DOST, MEDA, PASHO and the derivable when needed. 7. DBM, CSC, DOST, MEDA, PASHO and the derivable when needed. 7. DBM, CSC, DOST, MEDA, PASHO and the derivable when reded. 7. DBM, CSC, DOST, MEDA, PASHO and the derivable when reded to the pashon but critical lovered the university.		10/5	The start tails to meet Job requir					
recurse business with the office fulfithing and rewarding. Self-available to clients even beyond pilipial time. Self-available to clients even beyond pilipial time. Self-available to clients even beyond pilipial time. Deby, CSC, DCST, MEDA, PASUC and shallar regulatory agencies within \$\frac{1}{2}\$ \text{ \$\frac{1}{2}\$ \text{ \$\frac{1}{2}\$} \text	15.0 A	e not thou) version	shordinates and supervisora))* *	Scale		
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is within the prescribed time. Althority in self-thereoff to help attain the targets of his/her office by assisting co- 5 4 3 2 4 2 4 2 4 2 4 2 4 4 3 4 4 4 4 4 4	3 Submits urgent non-routine reports required by higher offices/agencies such a CHED, DBM, CSC, DCST, MEDA, PASUC and strainer egulatory agencies with specified time by rendering overtime work even without directime pay				÷ (3	\$	Ş	ì
in the point of the period and assigned taken any reports for work on time, logs in upon arrival, secures places ship when the personal matters and logs out upon departure from work. Securate records of her work which is easily refrievable when needed. (5) 4 3 2 1 2 3 2 4 3 2 1 4 3 2 1 4 3 2 1 4 3 2 1 4 3 2 4 3 4 3 2 4 4 3 4 3 2 4 4 3 4 3 4	4. Accepts all assigned tasks as his/har share of the office targets and delivers outputs within the prescribed time.							
out on personal matters and logs out upon departure from work. s accruate records of her work which is easily retrievable when needed. (5) 4 3 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2	5. Co 661	employees wild fall to perform at assigned taxito			± 6	ξ	Š	A.
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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: Should undergo training on new techniques in by-onting and web page designing

MARLITO M. BANDE
Name of Head

NA

		leo?	}		Leadschilp & Management (For supervisors only to de rated by higher supervisor)	
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BANDE	R.	MARLITO	
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EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	ELVIRA B. GORRE	
PERFORMANCE RATING	OUTSTANDING	

To enhance her lay outing skills by introducing new techniques and updated software in layout and web design.

Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date:

August 15, 2018

Target Date:

December 31, 2018

First Step:

One-on-one discussion on how to enhance her competence to assume her

responsibility.

Result:

The agreement was to send Ms Gorre for training on new techniques on layout and web design with the corresponding procurement of updated software.

Date: March 2019

Target Date:

August 2019

Next Step:

Request to send Ms. Gorre to participate on new techniques on layout and web

design with the corresponding procurement of updated software

Outcome:

Enhanced Ms. Gorre's lay-outing and web designing skills.

Final Step/

Recommendation:

Training on Layouting and Web Page Designing.

Prepared by:

MARLHO M. BANDE
Unit Head

Conformé:

ELVIRA B. GORRE

Ratee

Employee Development Plan

MAME OF EMPLOYEE | ELVIRA B. GORRE PERFORMANCE OUTSTANDING To enhance her tay outing staffs by introducing new techniques and applaced software in iayout and web design. Proposed incoventions to improve performence and/or competence and qualification to assume higher responsibilities: Target Diac: December 31, 2018 August 15, 2018 Date: First Stept Oncean-one discussion on how to enhance her competence to assume her validianoqua Result The agreement was to send Ms Gorre for training on new techniques on layout and web dosign with the corresponding procupement of updated softward. Date: March 2019 Target Date: August 2015 Next Stept Recuest to send Ms. Corre to participate do new techniques on isoput and web design with the corresponding procurement of applicad software Outcoine Enhanced bis. Gonor's lay-outing and web designing skills. Birch Stead

Prepared by

Training on Layouting and Web Poug Designing.

MARKITO M. BANDE Unit Hood

Conformé:

ELVIA B. CORSE Russ

Recommendation