

EXHIBIT P

Computation of Final Individual Rating for Administrative Staff

Rating Period : JULY – DECEMBER 2018

Name of Staff ELVIRA B. GORRE Position ADMINISTRATIVE ASSISTANT II

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (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	1.476
TOTAL NUMERICAL RATING			4.913

EQUIVALENT NUMERICAL RATING : 4.913
Add: Additional Points, if any :
TOTAL NUMERICAL RATING : 4.913
FINAL NUMERICAL RATING : 4.913
ADJECTIVAL RATING : Outstanding

Prepared by:

ELVIRA B. GORRE
Name of Staff

Reviewed by:

MARLITO M. BANDE
Department/Office Head

Recommending Approval:

DENNIS P. PEQUE
Dean, CFES

Approved:

BEATRIZ S. BELONIAS
Vice-President for Instruction

Computation of Final Individual Rating for Administrative Staff

Rating Period: JULY - DECEMBER 2018

Name of Staff: ELVIRA B. GORRE
Position: ADMINISTRATIVE ASSISTANT II

PARTICULARS (1)	NUMERICAL RATING (2)	PERCENTAGE WEIGHT (3)	EQUIVALENT NUMERICAL RATING (2 x 3) (4)
1. Numerical Rating per RCR	4.41	70	3.087
2. Supervisor's assessment of his contribution towards attainment of office accomplishments	4.82	30	1.446
TOTAL NUMERICAL RATING			4.533

4.533

EQUIVALENT NUMERICAL RATING

4.533 Additional Points (If any)

4.533

TOTAL NUMERICAL RATING

4.533

FINAL NUMERICAL RATING

4.533

ADJECTIVAL RATING

MARILYN M. BANDA
Department Office Head

ELVIRA B. GORRE
Name of Staff

to be submitted to

DEAN, CPE
DENNIS T. PEREZ

Approved

BEATRIZ S. DELONAR
Vice-President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELVIRA B. GORRE, of the INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM) commits 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, 2018.


ELVIRA B. GORRE
RATEE

Approved: 
MARLITO M. BANDE
UNIT HEAD

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1 & 2: INSTRUCTION									
PI 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	5	5	5	5	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	5	5	5	5	Tree planting certificates
MFO 4: EXTENSION SERVICES									
PI 2	Number of sets of training materials prepared/produced)	Designs/lays out and prints invitation brochures/flyers/ programs, nametags, certificates, attendance sheets	25	306	5	5	5	5	Training on Biodiversity Assessment in VSU, Hindang, Inopacan & Biliran; Participatory Coastal Resource Assessment Training/Workshop in Hindang
		Designs/lays out streamers/backdrops	1	2	5	5	5	5	
PI 3	Number of IEC materials designed/laid out/printed/reprinted	Designs/lays out posters/billboards/signages/markers/labels	3	30	5	5	5	5	Tree labels during tree planting of officials and visitors
		Prints/reprints reports	-	1	5	5	5	5	Reprinted copy of ITEEM 2017 annual report for ITEEM archive
MFO 5: SUPPORT TO OPERATION SERVICES									
ITEEM MFO 1: Faculty/staff development									
PI 4	Additional outputs:								
PI 4.1	Number of faculty/staff/awards/honors received related to operational support	Awardee	-	2	5	5	5	5	Lingkod Bayan Award (National and Regional Awards)
ITEEM MFO 6: Library Services									
	Number of recorded users	Library users monitored	30	43	5	5	5	5	

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (PCR)

I, **ELVIRA B. GORRI** of the **INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEM)** commits to deliver and agree to be held on the attainment of the following targets in accordance with the indicated measures for the period **JULY to DEC 2018**.

ELVIRA B. GORRI
RATEE

MARILITO M. BANDER
UNIT HEAD

INFO 8 PI 2	Success Indicators	Targets Assigned	Target	Actual Performance	Rating				Remarks
				Q1	Q2	Q3	Q4		
INFO 1 & 2: SUPPORT TO OPERATION SERVICES									
PI 9	Number of IEC materials designed and produced	Designs out and print production of IEC materials	100	100	2	2	2	2	Agreed to design and produce IEC materials
	Number of student self-learning materials produced	Designs out and print production of self-learning materials	1	1	2	2	2	2	Designs out and print production of self-learning materials
INFO 3: SUPPORT TO OPERATION SERVICES									
PI 10	Number of sets of training materials produced/produced	Designs out and print production of training materials	25	25	2	2	2	2	Designs out and print production of training materials
	Number of sets of training materials produced/produced	Designs out and print production of training materials	1	1	2	2	2	2	Designs out and print production of training materials
PI 11	Number of IEC materials designed and produced	Designs out and print production of IEC materials	20	20	2	2	2	2	Designs out and print production of IEC materials
	Number of IEC materials designed and produced	Designs out and print production of IEC materials	1	1	2	2	2	2	Designs out and print production of IEC materials
ITEM INFO 1: Facility/staff development									
PI 12	Additional outputs								
PI 13	Number of facilities/wards/branches received related to operational support	Awardee	-	2	2	2	2	2	Agreed to design and produce IEC materials
ITEM INFO 2: Library Services									
	Number of recorded users	Library user monitored	20	20	2	2	2	2	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of hours of monitoring conducted	Monitors the ITEEM main library	15	24	5	5	5	5	
ITEEM MFO 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	5	5	5	5	AACUP (for BSEM & MSTREC), RQAT (for BSEM)
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	5	5	5	5	
MFO 6: ADMINISTRATIVE SUPPORT SERVICES									
PI 1	Number of staff supervised and monitored	Monitors/supervised student assistant and accreditation staff	2	4	5	5	5	5	
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 & monitored	Monitors & acted official e-mails	15	213	5	5	5	5	
		Signs Internal Clearance	20	50	5	5	5	5	
		Checks folder file updates	20	52	5	5	5	5	
		Prepares appointments for project/study/component leaders	10	21	5	5	5	5	
		Prepares Faculty Workloads: Projected, Actual and Individual	3	7	5	5	5	5	
		Prepares certification issued to clients	2	8	5	5	5	5	
		Prepares letters/notices/memoranda	5	13	5	5	5	5	
		Prepares overtime requests for staff	-	2	5	5	5	5	
		Prepares overtime reports	-	2	5	5	5	5	
		Prepares IPCR targets and accomplishments and its attachments	3	8	5	5	5	5	
		Consolidates and packages all IPCR and OPCR and its attachments	1	4	5	5	5	5	
	Number of documents filed & retrieved within 3-5 minutes	Manually files documents	30	65	5	5	5	5	
		Electronically files documents	50	120	5	5	5	5	
		Backs-up CDs of e-files/data	30	36	5	5	5	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	5	5	5	5	AACUP streamers/signages /tarps committee, PRIME HRM meeting ITEEM representative

MPO 8 SAPS	Process indicators	Tasks assigned	Target	Actual achievement	Period				Remarks
					Q1	Q2	Q3	Q4	
	Number of hours of monitoring conducted	Monitors the TTEM main library	10	24	7	2	2	2	
TTEM MPO 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	2	2	2	2	AAOUP (for BSEM & MSTRUC) RCAT (for RSEM)
PI 4.3A	Number of sets of documents prepared	Designs layout and prints materials needed for the supporting documents (i.e. designs official cover for bound documents, photo-copies of documents gathered)	20	127	2	7	7	7	
MPO 8: ADMINISTRATIVE SUPPORT SERVICES									
PI 1	Number of staff supervised and monitored	Monitors/supervised student assistant and reception staff	2	4	2	2	2	2	
PI 2	Number of meetings attended	Attends meetings by TTEM and CRES	3	6	1	4	4	4	
PI 3	Number of documents prepared								
	Number of documents acted upon on time & monitored	Monitors & acted official e-mails	16	243	2	7	7	7	
		Signs Internal Clearance	20	80	7	7	7	7	
		Checks folder for the updates	20	82	7	7	7	7	
		Prepares appointments for projects/department leaders	10	31	7	2	7	7	
		Prepares Faculty Workshops: Projected, Actual and Individual	3	7	2	2	2	2	
		Prepares certification issued to clients	2	6	2	2	2	2	
		Prepares letter of recommendation	8	13	7	7	7	7	
		Prepares overtime requests for staff	-	2	7	7	7	7	
		Prepares overtime reports	-	2	7	7	7	7	
		Prepares INQR targets and accomplishments and its attachments	3	6	7	7	7	7	
		Consolidates and packages all INQR and OQR and its attachments	1	4	7	7	7	7	
	Number of documents filed & retrieved within 3-5 minutes	Manually files documents	30	61	7	7	7	7	
		Electronically files documents	80	120	7	7	7	7	
		Backs up CDs of e-illustrate	30	32	7	7	7	7	
	Number of reports consolidated	Consolidated annual report of the institute	1	1	4	4	4	4	
PI 4	Number of academic faculty/staff/consultants maintained	In-charge of TTEM main library	1	1	4	4	4	4	
PI 5	Number of meetings attended	As committee co-chairmember for university activities and as TTEM representative	-	2	2	2	2	2	AAOUP, student assignments, staff committee, TTEM INQR meeting, TTEM representative


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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	5	5	5	5	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%	5	5	5	5	
TOTAL OVERALL RATING					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		Outstanding


Comments & Recommendations for Development Purpose:

Should undergo training on new techniques on layouting and web page designing


Evaluated & rated by:


MARLITO M. BANDE
 DIRECTOR, ITEEM
 24 January 2019
 DATE

Recommending Approval:


DENNIS P. PEQUE
 DEAN, CFES
 1/31/19
 DATE

Approved:


BEATRIZ S. BELONIAS
 VICE-PRESIDENT FOR INSTRUCTION
 DATE

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

WFO & SACS	Business Indicator	Index Assigned	Target	Actual Annual Average	Rating	Remarks
				Q1	Q2	Q3
P1.01	Additional outputs					
	Number of materials designed out for university societies	Designs developed/evaluated on different schemes, products, posters, engaged, workshop, program, seminar		2	2	2
P1.02	Zero per cent complaint from clients service	As a doctor a physician training facilitator and as a general public servant	90%	100%	2	2
TOTAL OVERALL RATING					4.0	4.0

ADJECTIVAL RATING	FINAL RATING	Approved Additional points (with copy of approval)	Penalty Points	Additional Points	Average Rating (Total Overall rating divided by 4)
1	1				1
2	2				2
3	3				3
4	4				4
5	5				5
6	6				6
7	7				7
8	8				8
9	9				9
10	10				10

Comments & Recommendations for Development Phase

1. What is the purpose of the study?
 2. What are the research objectives?
 3. What is the research methodology?
 4. What are the results of the study?
 5. What are the conclusions of the study?
 6. What are the limitations of the study?
 7. What are the implications of the study?
 8. What are the future research directions?
 9. What are the contributions of the study?
 10. What are the key findings of the study?

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THOMAS M. OTISMAN

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附註 1. 本報 1994 年 12 月 1 日。

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DEAN'S S. BEONE

SECRET

DATE

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REAR 2. BELT

VICE-PRESIDENT FOR INSPECTION

ETAC

EXHIBIT O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : JULY – DECEMBER 2018

Name of Staff ELVIRA B. GORRE

Position ADMINISTRATIVE ASSISTANT II

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		59				

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 1978

Name of Staff: ELYIA B. CORRE Position: ADMINISTRATIVE ASSISTANT II

INSTRUCTIONS TO SUPERVISOR: Please indicate the effectiveness of your subordinate in accomplishing towards attainment of the stated targets of your department/branch/agency using the scale below. Enclose 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. Continuum (Four 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, DOH, 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 a matter of course 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 higher 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, and never leaves without 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 the 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 output of which results as a best practice that further increases 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							24

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					

N/A

Overall recommendation : Should undergo training on new techniques in lay-outing and web page designing


MARLITO M. BANDE
Name of Head

B. Leadership & Management (to be rated by higher supervisor)					Scales	
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher supervisors	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. Initiates 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 calculated targets of the unit	5	4	3	2	1	
Total Score						
Average Score						

Overall recommendation : 2. Satisfactory performance on some functions
top-down and more data gathering

MARILYN M. BARRIO
Name of Head

EXHIBIT L

Employee Development Plan

NAME OF EMPLOYEE	ELVIRA B. GORRE
PERFORMANCE RATING	OUTSTANDING

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


MARLITO M. BANDE
Unit Head

Conformé:


ELVIRA B. GORRE
Ratee

EXHIBIT A

Employee Development Plan

NAME OF EMPLOYEE	ELVIRA B. GORKE
PERFORMANCE RATING	OUTSTANDING
AIM	To enhance her lay-outting skills by introducing new techniques and updated software in layout and web design.
Proposed interventions to improve performance and or competencies and dual function to assume higher responsibilities:	
Date: August 12, 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. Gorke 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. Gorke to participate on new techniques on layout and web design with the corresponding procurement of updated software.
Outcome:	Enhanced Ms. Gorke's lay-outting and web designing skills.
Final Step:	Recommendation: Training on Layouting and Web Page Designing.

Prepared by:

WILLIAM M. BARRIO
Unit Head

Comments:

ELVIRA B. GORKE
Ratee