



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

**Annex P**

Name of Administrative Staff: JAIME B. BERONDO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	<u>4.20</u>	70%	<u>2.94</u>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	<u>3.91</u>	30%	<u>1.17</u>
<b>TOTAL NUMERICAL RATING</b>			

TOTAL NUMERICAL RATING: 4.11

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.11

FINAL NUMERICAL RATING 4.11

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

JAIME B. BERONDO  
Name of Staff

Reviewed by:

DENNIS P. PEQUE  
Department/Office Head

Recommending Approval:

DENNIS P. PEQUE  
Dean/Director

Approved:

BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JAIME B. BERONDO** of the **Department of Forest Science** commits 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 December, 2020**.

**JAIME B. BERONDO**  
Ratee

Approved:

**DENNIS P. PEQUE**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Timber Inventory</b>	No. of Trees Inventoried	Conduct Inventory (PBH, Tree Height, GPS Reading)	225	227/225 (101%)	4	4	4	4	
<b>Monitoring Services (Forest Protection)</b>	No. of bamboo and firewood collectors supervised	Supervised and monitored bamboo and firewood collectors	75	77/75 (102.67%)	5	5	5	5	
	No. of flowering and fruiting mother trees monitored	Monitored flowering and fruiting mother trees in VSU reservation	140	142/140 (101.43%)	4	4	4	4	
	No. of bamboo and firewood permits issued	Issued permits to bamboo and firewood collectors	70	75/70 (107%)	5	5	5	5	
	No. of forest violators apprehended	Apprehend forest violators	55	60/55 (109%)	4	4	4	4	
	No. of letters delivered to forest violators	Delivered invitation letters to forest violators and LGUs for settlement	19	21/19 (110%)	4	4	4	4	
	No. of forest violation letters prepared and submitted	Prepared and submitted forest violation report	15	20/15 (133%)	4	4	4	4	
<b>Tree planting services</b>	No. of students supervised in tree planting	Supervised graduating students tree planting activities	245	248/245 (101%)	4	4	4	4	


MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Supervising services</b>	No. of hectares delineated for tree plantation	Delineated degreeded area for tree planting	15	20/15 (133%)	4	4	4	4	
<b>Other Services</b>	No. of faculty and staff assisted in laboratory classes	Assisted CFES faculty and staff in laboratory class, messengerial, janitorial activity.	15	20/15 (133%)	4	4	4	4	

<b>Average Rating (Total Over-all rating divided by 6)</b>		4.20
<b>Additional Points:</b>		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>		4.20
<b>ADJECTIVAL RATING</b>		Very Satisfactory

**Comments & Recommendations for Development Purpose:**


Need to improve work performance by guiding the JO forest guards.

Evaluated by:

  
**DENNIS P. PEQUE**  
Unit Head


Date: 11/10/11

Recommending Approval:

  
**DENNIS P. PEQUE**  
Dean

Date: 11/10/11

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Date: 11/22/11

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



## PERFORMANCE MONITORING FORM


Name of Employee: JAIME B. BERONDO

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	Assists the Forests Conservation Officer (FCO) in planning and decision-making on matters related to the conservation and protection of the VSU Forest Reserve.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Impressive	Very satisfactory	Need to perform tasks diligently
2	Acts as leadman for all forest guards and provide the directions in the conduct of field activities.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Impressive	Very satisfactory	Need to perform tasks diligently.
3	Assists the Forest Reserve Officer in spearheading extension activities in communities for forest protection and conservation.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Not applicable as there's no activities happened due to pandemic.	Not applicable as there's no activities happened due to pandemic.	Not applicable as there's no activities happened due to pandemic.
4	Prepares weekly accomplishment report, keeps and updates records on forest violations.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Needs improvement	Satisfactory	Ensure to submit weekly report regularly.
5	Assists in activities related to instruction, research and extension program of the department.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Not applicable as there's no activities happened due to pandemic.	Not applicable as there's no activities happened due to pandemic.	Not applicable as there's no activities happened due to pandemic.

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

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

Prepared by:


  
**DENNIS P. PEQUE**
  
 Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020

Name of Staff: JAIME B. BERONDO

Position: Forest Ranger

**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	5	4	3	2	1

N/A



improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total 49				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	43				
Average Score	3.91				

Overall recommendation : \_\_\_\_\_

  
**DENNIS P. PEQUE**  
 Printed Name and Signature  
 Head of Office

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee : Jaime B. Berondo  
Performance Rating : 4.11 (Very Satisfactory) July - December 2020

Aim: To improve the protection and management of VSU Forest Reserve

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

Date: July 2020

Target Date: September 2020

First Step:

Monitor Mr. Berondo's performance regarding the protection and management of VSU Forest Reserve.

Result:

Occurrence of illegal tree cuttings and wildlife hunting is minimized

Date: October 2020

Target Date: December 2020

Next Step:

One-on-one meeting with Mr. Berondo.

Outcome:

His performance specific to forest protection and management has improved.

Final Step/Recommendation:

Required Mr. Berondo to report on even thrice a week despite the pandemic for the continued protection and management of VSU Forest Reserve.

Prepared by:

  
**DENNIS P. PEQUE**

Unit Head

Conforme:

  
**JAIME B. BERONDO**

Ratee