



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

**Annex P**

Name of Administrative Staff: REYNALDO N. GLORIA

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	3.73	30%	1.11
<b>TOTAL NUMERICAL RATING</b>			<b>4.4</b>

TOTAL NUMERICAL RATING: 4.38

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING: 4.38

FINAL NUMERICAL RATING 4.38

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

REYNALDO N. GLORIA  
Name of Staff

Reviewed by:

ANATOLIO N. POLINAR  
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, **REYNALDO N. GLORIA** 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 **January to June, 2021**.

**REYNALDO N. GLORIA**

Ratee

Approved:

**ANATOLIO N. POLINAR**

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>MFO 4 Extension Services</b>									
	<b>PI 9. Additional</b>								
	No. of persons trained & supervised	Assisted in the supervision of Clonal and DFS Nursery	4	4/4 (100%)	4.5	5	4.5	4.67	Ceriaco Barcos, George Tan, Edino Fernandez & Nicanor Vicente
	No. of nursery facilities improved and maintained	Improved and maintained nursery facilities	12	12/12 (100%)	4.5	5	5	4.83	Transplanting beds, seedbeds, DFS & Clonal Nursery, etc.
	No. of staff assisted in forest rehabilitation and protection	Improved and maintained nursery facilities	7	7/7 (100%)	4.5	4.5	4.5	4.5	Ceriaco Barcos, George Tan, Edino Fernandez & Nicanor Vicente
	No. of seedlings planted	Spearheaded in the establishment of tree plantation	200 seedlings	200/200 (100%)	4.5	4.5	5	4.67	Monitor the survival rate of the trees planted
	No. of laborers supervised and assisted in tree planting	Supervised and assisted in the planting activities	4	4/4 (100%)	4.5	5	4.5	4.67	Gave instructions to laborers before the activity
	No. of established/Planted clonal hedge garden plots	Facilitated the establishment of Clonal hedge garden	4	4/4 (100%)	4.5	4.5	4.5	4.5	Established in strategic location in the nursery

	No. of additional clonal garden plots prepared	Facilitated the preparation and establishment of additional hedge	6	6/6 (100%)	4.5	5	4.5	4.67	Established in Strategic locations in the Nursery
	No. of wildlings collected (Narra)	Assisted in the collection of wildlings for use in the nursery	15,000	18,000/15,000 (120%)	5	5	4.5	4.83	Narra wildlings
	No. of seedlings maintained	Maintained raised seedlings	5,000	6,000/5,000 (120%)	5	5	5	5	Indigenous trees
	Area monitored/protected	Monitored and protected forest recreation	15 ha	15/15 (100%)	4.5	4.5	4.5	4.5	Plantation forest at the vicinity of the Nursery
	Performed the following nursery operations:	Implemented nursery operation activities							Should be implemented regularly to maintain the quantity and quality of seedlings raised in the nursery
	Bagging		15,000 bags	15,000/15,000 (100%)	4.5	5	4.5	4.67	
	Watering		4 days/week	4/4 (100%)	4.5	5	5	4.83	
	Weeding		5 days/week	5/5 (100%)	4.5	4.5	4.5	4.5	
	Sorting of seedlings		4 weeks	4/4 (100%)	4.5	4.5	4.5	4.5	
Total Over-all Rating			65.34						

Average Rating		4.67
Additional points:		
Approved Additional Points (with copy of the approval)		
FINAL RATING		4.67
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:**

Development Plan and monthly work plan pertaining to plantation establishment has to be designed and formulated to increase the area of tree plantation.

Evaluated by:

ANATOLIO N. POLINAR

Unit Head

Recommending Approval:

DENNIS P. PEQUE

Dean, CFES

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## PERFORMANCE MONITORING FORM

Name of Employee: REYNALDO N. GLORIA

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	Assisted in the supervision of Clonal and DFS Nursery workers	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Outstanding	Keep up the good work.
2	Improved and maintained nursery facilities	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Outstanding	Keep going.
3	Improved and maintained nursery facilities	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	Ensure to submit weekly report
4	Spearheaded in the establishment of tree plantation	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Outstanding	Keep up the good work.
5	Supervised and assisted in the planting activities	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Outstanding	Keep going.
6	Facilitated the establishment of Clonal hedge garden	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Very Satisfactory	Improve performance
7	Assisted in the collection of wildlings for use in the nursery	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Outstanding	Keep up the good work.
8	Maintained raised seedlings	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Outstanding	Keep up the good work.
9	Monitored and protected forest recreation	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Very Satisfactory	Needs to submit weekly report

10	Implemented nursery operation activities	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Very Impressive	Outstanding	Keep up the good work.
----	--	-----------------	-----------------	-----------	---------------	-----------------	-------------	------------------------

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

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

Prepared by:

 1/9/22/21  
**ANATOLIO N. POLINAR**  
Unit Head



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2021

Name of Staff: REYNALDO N. GLORIA

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

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	41				
<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	41				
Average Score	3.73				

Overall recommendation : *Facilitate in the maintenance and management of Forest nursery raised seedlings to maintain its quality.*

*WJN*  
**ANATOLIO N. POLINAR**  
 Printed Name and Signature  
 Head of Office