



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

**Annex P**

Name of Administrative Staff: **GEORGE S. CIRCULADO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.26	70%	2.99
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.45	30%	1.04
<b>TOTAL NUMERICAL RATING</b>			<b>4.03</b>

TOTAL NUMERICAL RATING:

4.03

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.03

FINAL NUMERICAL RATING

4.03

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

*Ciaf*

10/23/21

GEORGE S. CIRCULADO

Name of Staff

Reviewed by:

*ANATOLIO N. POLINAR*

ANATOLIO N. POLINAR

Department/Office Head

Recommending Approval:

*Dennis P. Peque*

DENNIS P. PEQUE

Dean/Director

Approved:

*Beatriz S. Belonias*

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GEORGE S. CIRCULADO** 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**.

**GEORGE S. CIRCULADO**

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 outputs</b>								
	No. of repaired furnitures	Repairs furnitures (chairs, tables, cabinets and other furnitures that needs to be repaired)	18	18/18 (100%)	4.5	4.5	4.5	4.5	Office doors, chairs, table and cabinets
	No. of repaired rooms	Doors, windows, tiles, door jamb and others that needs to be repaired	3 rooms	4/3 (133%)	4.5	4.5	4	4.33	Doors and ceiling of classrooms
	No. of maintained rooms and ceilings	Check or maintain ceilings of CFES rooms	3	4/3 (133%)	4.5	4	4	4.17	DFS classrooms
	Assists in the preparation of area for ornamental gardening	Assists/prepares area for ornamental gardening	2 sets	3/2 (150%)	4.5	4	4	4.17	approximately 25 m <sup>2</sup> (5 m x 5 m) per area
	No. of tree seedlings produced and maintained	Raised tree seedlings for landscaping	118 seedlings	118/118 (100%)	4.5	4	4	4.17	assorted indigenous tree seedlings
	No. of ornamental seedlings produced and maintained	Raised tree seedlings for room/building decoration	190 seedlings	190/190 (100%)	4.5	4.5	4	4.33	assorted ornamental plants for decoration and landscaping



	Performs construction works	Constructs riprap and pathways of DFS Building	3 m	4/3 (133%)	4.5	4.5	4	4.33	Structures located at the back of the DFS complex
		Area of drainage canal cleaned	120 m² 30x4 m	120/120 (100%)	4.5	4	4	4.17	Facilitate the flow of water at the DFS complex
		Finishing canal sidings	138 m	138/138 (100%)	4.5	4	4	4.17	Done to prevent the growth of weed, mosses and other plants
	Performed the following operations:	Watering of tree and ornamental seedlings	48 times	48/48 (100%)	4.5	4.5	4	4.33	Promote growth of the plants
		Maintains cleanliness of CR's and rooms	5 times/week	5/5 (100%)	4.5	4	4	4.17	For the convenient use of DFS Faculty & staff
Total Over-all Rating			46.84						
Average Rating			46.84 4.26		Comments & Recommendations for Development Purpose: Re-orientation of his Job description; extend overtime work or service as the need arises.				
Additional points:									
Punctuality									
Approved Additional Points (with copy of the approval)									
FINAL RATING			4.26						
ADJECTIVAL RATING			Very Satisfactory						

Evaluated by:

**ANATOLIO N. POLINAR**

Unit Head

Date: 10/24/2021

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

Recommending Approval:

**DENNIS P. PEQUE**

Dean

Date: 10/25/2021

Approved by:

**BEATRIZ S. BELONIAS**

VP, Instruction

Date: 10/26/2021

Academic Affairs

## PERFORMANCE MONITORING FORM

Name of Employee: GEORGE S. CIRCULADO

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	Repairs furniture (chairs, tables, cabinets, and other furniture that needs to be repaired).	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	needs to perform task diligently
2	Doors, windows, tiles, door jam and others that needs to be repaired.	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	needs to perform task diligently
3	Check or maintain ceilings of CFES rooms.	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	keep going
4	Assists/prepares area for ornamental gardening	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	shows initiative
5	Raised tree seedlings for landscaping	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	Ensure to submit weekly reports
6	Raised tree seedlings for room/building decoration	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	Ensure to submit weekly reports
7	Constructs riprap and pathways of DFS Building	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	needs to speed up work performance
8	Area of drainage canal cleaned	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	Improve performance
9	Finishing canal sidings	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	Improve performance
10	Watering of tree and ornamental seedlings	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	keep going
11	Maintains cleanliness of CR's and rooms	Very Impressive	January 1, 2021	June 2021	June 30, 2021	Impressive	Very Satisfactory	needs to submit weekly report

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

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

Prepared by:

 10/24/2021  
**ANATOLION POLINAR**  
Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2021

Name of Staff: GEORGE S. CIRCULADO

Position: FARM WORKER I

**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.**

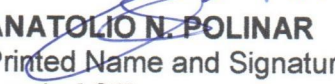
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	Total				
	38				
<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	38				
Average Score	3.45				

Overall recommendation : Has to render work-related service even beyond office hours as needed.

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