



**Annex P**

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

Name of Administrative Staff: GEORGE S. CIRCULADO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.19	70%	2.933
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	30%	1.251
<b>TOTAL NUMERICAL RATING</b>			<b>4.18</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING

4.18

ADJECTIVAL RATING:

Very Satisfactory

Prepared by: \_\_\_\_\_

**GEORGE S. CIRCULADO**

Name of Staff

Reviewed by: \_\_\_\_\_

**ANGELICA P. BALDOS**

Department/Office Head

Recommending Approval:

\_\_\_\_\_  
**ARTURO E. PASA**

Dean/Director

Approved:

\_\_\_\_\_  
**ROTACIO S. GRAVOSO**

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 December 2024**.

**GEORGE S. CIRCULADO**

Ratee

Approved:

**ANGELICA P. BALDOS**

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)	6	7/6 (116.67%)	4.5	4	4	4.12	DFS furniture
	No. of repaired rooms	Doors, windows, tiles, door jamb and others that needs to be repaired	7 rooms	8/7 (114%)	4.5	4	4	4.17	DFS room
	No. of maintained rooms and ceilings	Check or maintain ceilings of DFS rooms	7	7/7 (100%)	4.5	4	4	4.17	DFS room
	Assists in the preparation of area for ornamental gardening	Assists/prepares area for ornamental gardening	3 sets	3/3 (100%)	4.5	4.5	4.5	4.5	at the back or side of Wing C of DFS
	No. of tree seedlings produced and maintained	Raised tree seedlings for landscaping	135 seedlings	138/135 (102.22%)	4.5	4.5	4.5	4.5	Indigenous trees and ornamental plants



	No. of ornamental seedlings produced and maintained	Raised tree seedlings for room/building decoration	130 seedlings	135/130 (103.85%)	4.5	4.5	4	4.33	Indigenous trees and ornamental plants
	Performs construction works	Constructs riprap and pathways of DFS Building	4m	4/4 (100%)	4.5	4	4	4.17	To facilitate DFS and CFES drainage
		Area of drainage canal cleaned	120 m <sup>2</sup> 30x4 m	120 m <sup>2</sup> 30x4 m/120 m <sup>2</sup> 30x4 m (100%)	4	4	4	4	To facilitate DFS and CFES drainage
		Finishing canal sidings	138 m	138m/138m (100%)	4	4	4	4	To facilitate DFS and CFES drainage
	Performed the following operations:	Watering of tree and ornamental seedlings	5 times	5/5 (100%)	4	4	4	4.33	Maintained and promote growth
		Repairs office doors	3	4/3 (133.33%)	4.5	4	4	4.17	
		Do grass cutting as the need arises	Once a month	1/1 (100%)	4.5	4	4	4	
		Maintains cleanliness of CR's and rooms	5 times/week	5/5 (100%)	4.5	4.5	4	4.33	DFS CR's and rooms
Total Over-all Rating			54.46						
Average Rating					Comments & Recommendations for Development Purpose: Has to come up with monthly workplan of activities for guidance and monitoring of accomplishments.				
Additional points:									
Punctuality									
FINAL RATING			4.19						
ADJECTIVAL RATING			Very Satisfactory						

Evaluated by:

  
**ANGELICA P. BALDOS**

Unit Head

Date: 3/3/25

Recommending Approval:

  
**ARTURO E. PASA**

Dean

Date: 3/4/25

Approved by:

  
**ROTACIO S. GRAVOSO**

Vice President of Academic Affairs

Date: 3/5/25

## PERFORMANCE MONITORING AND COACHING JOURNAL


	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
√	4 <sup>th</sup>	

Name of Office : Department of Forest Science  
Head of Office : Dr. Angelica P. Baldos  
Number of Personnel : 9 Permanent Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of Meeting	Dean's Memo/Head's Memo		Regular monthly meeting
Office & Class Attendance				Log book; DTR's	DFS Faculty & Staff (July - December 2024)
Attendance to university & college activities/programs/seminars/workshops			University memos & invitation sent via VSU email	Attendance, Program certificates	
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application and approval for Leave form	DFS Faculty & staff (July - December 2024)
Following-up documents	Utility workers/ Office Clerks / Admin Staff			Scheduled	Daily / Weekly
Travels		Updates during meetings		Travel Orders, Pass Slips, FM-VPA-03 Certificate of appearance	
Coaching					
Classroom Management & Teaching Methods	Faculty Consultation			Classroom Observation (Forms and logbooks)	(July - December 2024)


Note: Please indicate the date in the appropriate box when the monitoring was conducted

Conducted by:

  
**ANGELICA P. BALDOS**  
Immediate Supervisor

Noted by:

  
**ARTURO E. PASA**  
Dean, CFES

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs



## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
MFO 1. Advanced & Higher Education Services	Teaching									
PI 1. Instruction	Instructional Materials Developed/ Revised & Utilized	RSCome	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares lecture materials	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	Fsci 125, FORY 283, FORY 299, all lec & lab
		HLMondal	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 211, Fsci 131, Fmgt 137, All lec & lab
		AEPasa	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 291, FMgt 145n, all lec & lab
		TAPatindol	JULY-DECEMBER 2024	Submits Course Syllabi	Develops lecture guide	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FORY 224, FGov 149n, FORY 269, FORY 225, FORY 227, Envi IIIf. All lec & lab
		DPPeque	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	WTec 141, FMgt 147n, FORY 229 all lec & lab
		ANPolinar	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 143n, ForE 139, FGov 135, FORY 205, all lec & lab
		SOBernaldez	JULY-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 123, FMgt 131n, all lec and lab
		APBaldos	AUGUST-DECEMBER	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 127. FORY 285, all lec & lab



		KBDoria	SEPTEMBER-DECEMBER 2024	Submits Course Syllabi	Prepares 1 lecture guides	Prepares Exams For Midterm	Face to face	Face to face	Prepares Exams For Final	FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab
	Reviewed/ Approves Thesis/Field Practice Manuscripts/Lab Exercises	RSCome	JULY-DECEMBER 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Caballes, Cinco, Martinez, Solis
		TAPantindol	JULY-DECEMBER 2024				Review Outlines	Review Outlines	Review Outlines	Bonganay
		HLMondal	JULY-DECEMBER 2024				Review Outlines	Review Outlines	Review Outlines	Caballes, Tiongson, Enselay, Solis
		DPPeque	JULY-DECEMBER 2024				Review Outlines	Review Outlines and Manuscript	Review Outlines and Manuscript	Wales, Omoso, Nabong
	Spent Hours For Students Consultations	HLMondal	JULY-DECEMBER 2024	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 8-5	Daily 8-5	Daily 12-1, 5-6	Daily 12-1, 5-6	BSF students
		AEPasa	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
		DPPeque	JULY-DECEMBER 2024	Daily 12-1, 5-6	Daily 12-1, 5-6	Daily 8-5	Daily 8-5	Daily 8-5	Daily 8-5	BSF students
		ANPolinar	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
		TAPatindol	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
		RSCome	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
		SOBernaldez	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
		APBaldos	JULY-DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 -1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students



		KBDoria	JULY- DECEMBER 2024	Daily, 12:00 -1:00	Daily, 12:00 - 1:00	Daily, 8-5	Daily, 8-5	Daily, 8-5	Daily, 8-5	BSF students
Gives Assignmen ts, Quizzes, Exams, Etc.		AEPasa	JULY- DECEMBER 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Thursdays
		RSCome	JULY- DECEMBER 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays
		DPPeque	JULY- DECEMBER 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Thursdays, Saturday
		ANPolinar	JULY- DECEMBER 2024				Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays, Fridays
		HLMondal	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesday, Wednesdays, Thursdays, Fridays
		TAPatindol	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Wednesdays, Tuesdays, Thursday
		SOBernaldez	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Thursday
		APBaldos	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Checks Exams, Quizzes, & Assignments	Mondays, Tuesdays, Wednesdays, Thursdays, Fridays
		KBDoria	JULY- DECEMBER 2024			Checks Exams, Quizzes, & Assignments	Checks Exams,	Checks Exams,	Checks Exams,	Mondays, Tuesdays, Wednesdays,



						Quizzes, & Assignments	Quizzes, & Assignments	Quizzes, & Assignments	Thursdays, Fridays
Submits Grade Sheets	<i>RSCome</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	Fsci 125, FORY 283, FORY 299, all lec & lab
	<i>HLMondal</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FORY 211, Fsci 131, Fmgt 137, All lec & lab
	<i>AEPasa</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FORY 291, FMgt 145n, all lec & lab
	<i>TAPatindol</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FORY 224, FGov 149n, FORY 269, FORY 225, FORY 227, Envi IIIf. All lec & lab
	<i>DPPeque</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	WTec 141, FMgt 147n, FORY 229 all lec & lab
	<i>ANPolinar</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FMgt 143n, ForE 139, FGov 135, FORY 205, all lec & lab
	<i>SOBernaldez</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FMgt 123, FMgt 131n, all lec and lab
	<i>APBaldos</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FMgt 127. FORY 285, all lec & lab
	<i>KBDoria</i>	JULY-DECEMBER 2024			Midterm Grades			Final Grades	FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab
Prepares power point lecture materials	<i>RSCome</i>	JULY-DECEMBER 2024	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Mondays, Wednesdays, Fridays, Tuesdays	Fsci 125, FORY 283, FORY 299, all lec & lab
	<i>HLMondal</i>	JULY-DECEMBER 2024	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	Tuesdays, Thursdays	FORY 211, Fsci 131, Fmgt 137, All lec & lab
	<i>AEPasa</i>	JULY-DECEMBER 2024	Wednesday s, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	Wednesdays, Fridays	FORY 291, FMgt 145n, all lec & lab



		<i>TAPatindol</i>	JULY-DECEMBER 2024	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	Tuesdays	FOR Y 224, F Gov 149n, FOR Y 269, FOR Y 225, FOR Y 227, Envi III f. All lec & lab
		<i>DPPeque</i>	JULY-DECEMBER 2024	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	WTec 141, FMgt 147n, FOR Y 229 all lec & lab
		<i>ANPolinar</i>	JULY-DECEMBER 2024	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	Mondays, Wednesday s, Fridays	FMgt 143n, For E 139, F Gov 135, FOR Y 205, all lec & lab
		SOBernaldez	JULY-DECEMBER 2024	Mondays, Tuesday s, Thursday	Mondays, Tuesday s, Thursday	Mondays, Tuesday s, Thursday	Mondays, Tuesday s, Thursday	Mondays, Tuesday s, Thursday	Mondays, Tuesday s, Thursday	FMgt 123, FMgt 131n, all lec and lab
		APBaldos	JULY-DECEMBER 2024	Mondays, Tuesday s, Thursday, Friday s	Mondays, Tuesday s, Thursday, Friday s	Mondays, Tuesday s, Thursday, Friday s	Mondays, Tuesday s, Thursday, Friday s	Mondays, Tuesday s, Thursday, Friday s	Mondays, Tuesday s, Thursday, Friday s	FMgt 127. FOR Y 285, all lec & lab
		KBDoria	JULY-DECEMBER 2024	Mondays, Tuesday s, Wednesday Thursday, Friday	Mondays, Tuesday s, Wednesday Thursday, Friday	Mondays, Tuesday s, Wednesday Thursday, Friday	Mondays, Tuesday s, Wednesday Thursday, Friday	Mondays, Tuesday s, Wednesday Thursday, Friday	Mondays, Tuesday s, Wednesday Thursday, Friday	FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab
<b>MFO 2. Research Services</b>	Conducts Researches	<i>AEPasa</i>	JULY-DECEMBER 2024	Project Tarsier			Green Carbon Inventory Research in Paranas, Samar			In-Country Coordinator Ongoing, Project Leader
		<i>DPPeque</i>	JULY-DECEMBER 2024	"Project Tarsier: A nature based solutions project for climate change, biodiversity and people"		LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II)				In-Country Leader Project Leader

	Makes appointments	<i>AEPasa</i>	JULY-DECEMBER 2024						As Project Leader
		<i>DPPeque</i>	JULY-DECEMBER 2024						
		<i>SOBernaldez</i>	JULY-DECEMBER 2024		" CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines"				As Study leader
		<i>RSCome</i>	JULY-DECEMBER 2024	" CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to					As Project Leader (Ongoing)



				sustain and expand the remaining forest landscapes of the Philippines"						
<b>MFO 3. Extension Services</b>	ATTENDS training, SEMINAR and workshops	<i>RSCome, HLMondal, TAPatindol, ANPolinar, AEPasa, APBaldos</i>	JULY-DECEMBER 2024							Participant
		<i>DPPeque</i>	JULY-DECEMBER 2024	"Establishment and Maintenance of On-Campus Climate-Smart Upland Agroforestry Farming System"		"Community for Resilience (CORE) Training of Trainers (ToT) on Climate Change Adaptation and Mitigation"		"WoMangrove Warriors Mangrove Rehabilitation"		As Project Leader
<b>MFO 4. Administration Services</b>	Signs appointments, requests, certificates, and etc.	<i>RSCome, HLMondal, ANPolinar, AEPasa, DPeque, TAPatindol, SOBernaldez, APBaldos, KBDoria</i>	JULY-DECEMBER 2024	registration forms for enrollment as course adviser			manuscript outline, transmittal, approval sheet, routing slip			manuscript outline, transmittal, approval sheet, routing slip
		<i>AEPasa, ANPolinar, TAPatindol</i>	JULY-DECEMBER 2024	Dean As Head As Director	Dean As Head As Director	Dean As Head As Director	Dean As Head As Director	Dean As Head As Director	Dean As Head As Director	Reimbursement, Replenishment, Payment Vouchers & PR & PPMP job order Contracts, bills, etc.

[illegible]



	watering of plants.									
	Inventory of trees for cutting/pruning	<i>RMLaurino</i>	JULY-DECEMBER 2024	Inventory and make reports	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	Bagging, Sorting, Weeding, Watering	As requested by offices or individual person

Prepared by:

*Angelica P. Baldos*  
**ANGELICA P. BALDOS**  
 Unit Head

## 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).	Impressive	July 1, 2024	December 2024	December 31, 2024	Impressive	Very Satisfactory	Partially Repaired furniture.
2	Doors, windows, tiles, door jam and others that needs to be repaired.	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Impressive	Very Satisfactory	Partially Repaired
3	Check or maintain ceilings of CFES rooms.	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Impressive	Very Satisfactory	Kept the rooms clean.
4	Assists/prepares area for ornamental gardening	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Impressive	Very Satisfactory	Well-maintained
5	Raised tree seedlings for landscaping	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Impressive	Very Satisfactory	Well-raised ornamentals and has to improved growth performance
6	Raised tree seedlings for room/building decoration	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Impressive	Very Satisfactory	Raised properly and has to improved growth performance
7	Maintain riprap and pathways of DFS Building	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Impressive	Very Satisfactory	Lawns maintained and kept clean.
8	Area of drainage canal cleaned	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Impressive	Very Satisfactory	Well-maintained
9	Watering of tree and ornamental seedlings	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Impressive	Very Satisfactory	Well-maintained
10	Maintains cleanliness of CR's and rooms	Very Impressive	July 1, 2024	December 2024	December 31, 2024	Impressive	Very Satisfactory	Need to clean the CR diligently and regularly

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

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

Prepared by:

  
**ANGELICA P. BALDOS**  
 Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : George S. Circulado  
Performance Rating : 4.18 Very Satisfactory

Aim: To repair and maintain the rooms furniture of the department, tree seedlings/ornamentals for landscaping and beautification of the department.

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

Date: July 2024

Target Date: September 2024

First Step:

One- on one meeting with Mr. Circulado regarding his primary duty on improving the department's rooms and furniture, and maintenance of tree and ornamental seedlings

Result:

Rooms and furniture of the department have been partially repaired, and tree/ornamental seedlings maintained.

Date: October 2024

Target Date: December 2024

Next Step:

Require Mr. Circulado to further accomplish his task as farm worker in addition to his carpentry work assignments in the Department.


Result:

Mr. Circulado performs his task as farm worker by raising additional tree seedling and ornamental plants for display/decoration in the department/college.

Prepared by:

  
ANGELICA P. BALDOS  
Unit Head

Conforme:

  
GEORGE S. CIRCULADO  
Ratee





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January to December 2024

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 improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score	50				
<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					
Average Score					
Overall recommendation:					

  
**ANGELICA P. BALDOS**  
 Head, DFS