



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 | 4.44 | 70% | 3.11 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.27 | 30% | 1.28 |
| TOTAL NUMERICAL RATING | | | |

TOTAL NUMERICAL RATING: 4.79

Add: Additional Approved Points, if any: 0

TOTAL NUMERICAL RATING: 4.79

FINAL NUMERICAL RATING 4.79

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: George S. Circulado

GEORGE S. CIRCULADO
Name of Staff

Reviewed by: Dennis P. Peque

DENNIS P. PEQUE
Department/Office Head

Recommending Approval: Dennis P. Peque

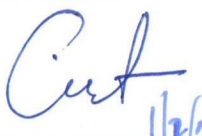
DENNIS P. PEQUE
Dean/Director

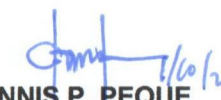
Approved: Beatriz S. Belonias

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 ^{accomplishment} ~~targets~~ in accordance with the indicated measures for the period July - December 2020.


GEORGE S. CIRCULADO
Ratee


Approved: 
DENNIS P. PEQUE
Head of Unit

| MFO/PAP | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|-----------------------------------|---|---|-------------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| MFO 4 - Extension Services | P19. Additional Outputs | | | | | | | | |
| | No. of repaired furnitures | Repair furnitures (chairs, tables, cabinets and other furnitures that needs to be repaired) | 3 | 4 | 5 | 5 | 5 | 5 | |
| | No. of repaired rooms | Doors, windows, tiles, door jamb and others that need to repaired | 3 | 4 | 4 | 4 | 4 | 4 | |
| | No. of maintained rooms and ceilings | Check or maintain ceilings of CFES rooms | 3 | 4 | 4 | 4 | 4 | 4 | |
| | Maintains the lawns and surroundings | Mowes the lawns when needed | 3 | 4 | 4 | 4 | 4 | 4 | |
| | Assists in preparation area for gardening | Assist/prepares for gardening | 2 | 3 | 5 | 5 | 5 | 5 | |
| | Assist students in tree planting activity | Assist graduating students in tree planting as scheduled | 3 | 3 | 4 | 4 | 4 | 4 | |
| | Performs construction works | Construct riprap, pathways of CFES building | 3 | 4 | 4 | 4 | 4 | 4 | |
| | No. of days in watering the plants | Waters the plants inside and outside CFES Building | 2 days/week | 2 days/week | 5 | 5 | 5 | 5 | |
| | Cleaning CR's and Rooms | Maintain cleanliness in CR's and rooms | Daily | Daily | 5 | 5 | 5 | 5 | |

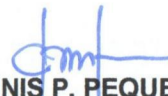
| MFO/PAP | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|--------------------|----------------|-------------------|--|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Total Over-all Rating | | | 4.44 | Comments & Recommendationss for Development Purpose: Improve work performance by not waiting instructions from supervisor. | | | | | |
| Average Rating | | | | | | | | | |
| Additonal Points: | | | | | | | | | |
| Punctuality | | | | | | | | | |
| Approved Additional Points (with copy of the approval) | | | | | | | | | |
| FINAL RATING | | | 4.44 | | | | | | |
| ADJECTIVAL RATING | | | Very satisfactory | | | | | | |

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

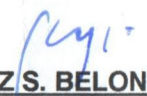
Evaluated by:


DENNIS P. PEQUE
 Unit Head
 Date: 11/10/21

Recommending Approval:


DENNIS P. PEQUE
 Dean, CFES
 Date: 11/10/21

Approved:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: 11/24/21

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 cabinets, tables, chairs and other furniture. | Very Impressive | July 1, 2020 | December 31, 2020 | December 31, 2020 | Impressive | Very Satisfactory | Repaired furniture. |
| 2 | Maintains rooms and ceilings. | Very Impressive | July 1, 2020 | December 31, 2020 | December 31, 2020 | Impressive | Very Satisfactory | Keep the rooms clean. |
| 3 | Assists in Tree planting activity. | Very Impressive | July 1, 2020 | December 31, 2020 | December 31, 2020 | Impressive | Very Satisfactory | Assisted tree planting during the non-quarantine period. |
| 4 | Maintains the lawns and surroundings of CFES. | Very Impressive | July 1, 2020 | December 31, 2020 | December 31, 2020 | Impressive | Very Satisfactory | Lawns maintained and kept it clean. |
| 5 | Performs in watering the plants, cleaning the CR's and other task assigned by superior. | Very Impressive | July 1, 2020 | December 31, 2020 | December 31, 2020 | Impressive | Very Satisfactory | Need to clean the rooms & CR diligently |

*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: GEORGE S. CIRCULADO

Position: Farm Worker


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 47 | | | | |
| 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 | 47 | | | | |
| Average Score | 4.27 | | | | |

Overall recommendation : _____


DENNIS P. PEQUE
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : George S. Circulado
Performance Rating : 4.39 (Very Satisfactory) July – December 2020

Aim: To repair and maintain the rooms and furniture of the department.

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

Date: July 2020

Target Date: September 2020

First Step:

One- on one meeting with Mr. Circulado regarding his primary duty on improving the department's rooms and furniture.

Result:

Rooms and furniture of the department have been repaired. _____

Date: October 2020

Target Date: December 2020


Next Step:

Require Mr. Circulado to accomplish daily task for his appointment as farm worker. _____

Result:

Mr. Circulado performs his task as farm worker by helping the improvement of forestry clonal garden.

Prepared by:


DENNIS P. PEQUE
Unit Head

Conforme:


GEORGE S. CIRCULADO
Ratee