



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	4.77	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.91	30%	1.17
TOTAL NUMERICAL RATING			4.51

TOTAL NUMERICAL RATING: 4.51

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.51

ADJECTIVAL RATING: Very Satisfactory

Prepared by: *Geat*

GEORGE S. CIRCULADO

Name of Staff

Reviewed by: _____

ANATOLIO N. POLINAR

Department/Office Head

Recommending Approval: _____

DENNIS P. PEQUE *1/20/22*

Dean/Director

Approved: _____

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 **July to December, 2021**.


GEORGE S. CIRCULADO

Ratee

Approved:


ANATOLIO N. POLINAR

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 4 Extension Services									
	PI 9. Additional outputs								
	No. of repaired furnitures	Repairs furnitures (chairs, tables, cabinets and other furnitures that needs to be repaired)	4	5/4 (125%)	5	5	4.5	4.83	
	No. of repaired rooms	Doors, windows, tiles, door jamb and others that needs to be repaired	4	5/4 (125%)	5	4.5	4.5	4.67	
	No. of maintained rooms and ceilings	Check or maintain ceilings of CFES rooms	4	5/4 (125%)	5	4.5	4.5	4.67	
	Assists in the preparation of area for ornamental gardening	Assists/prepares area for ornamental gardening	2 sets	2/2 (100%)	5	5	4.5	4.83	
	No. of tree seedlings produced and maintained	Raised tree seedlings for landscaping	98 seedlings	118/98 (120%)	5	4.5	5	4.83	

	No. of ornamental seedlings produced and maintained	Raised tree seedlings for room/building decoration	160 seedlings	190/160 (119%)	5	4.5	5	4.83	
	Performs construction works	Constructs riprap and pathways of DFS Building	4	5/4 (125%)	5	4.5	4.5	4.67	
		Area of drainage canal cleaned	120m ² (30m x 40m)	120/120 (100%)	5	4.5	4.5	4.67	
		Finishing canal sidings	138m	150/138 (109%)	5	4.5	4.5	4.67	
	Performed the following operations:	Watering of tree and ornamental seedlings	5 times/week	5/5 (100%)	5	5	5	5	
		Maintains cleanliness of CR's and rooms	5 times/week	5/5 (100%)	5	5	4.5	4.83	
Total Over-all Rating			52.5						
Average Rating			4.77						
Additional points:									
Punctuality									
Approved Additional Points (with copy of the approval)									
FINAL RATING			4.77						
ADJECTIVAL RATING			Outstanding						
					Comments & Recommendations for Development Purpose: Re orientation of his duties and responsibilities need to be done to improve his accomplishments.				

Evaluated by:

ANATOLIO N. POLINAR

Unit Head

Date: 1/20/2022

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

Recommending Approval:

DENNIS P. PEQUE

Dean

Date: 1/20/22

Approved by:

BEATRIZ S. BELONIAS

VP, Instruction

Date: 1/20/22

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	July 1, 2021	December 2021	December 31, 2021	Impressive	Very Satisfactory	
2	Doors, windows, tiles, door jam and others that needs to be repaired.	Very Impressive	July 1, 2021	December 2021	December 31, 2021	Impressive	Very Satisfactory	
3	Check or maintain ceilings of CFES rooms.	Very Impressive	July 1, 2021	December 2021	December 31, 2021	Impressive	Very Satisfactory	
4	Assists/prepares area for ornamental gardening	Very Impressive	July 1, 2021	December 2021	December 31, 2021	Impressive	Very Satisfactory	
5	Raised tree seedlings for landscaping	Very Impressive	July 1, 2021	December 2021	December 31, 2021	Impressive	Very Satisfactory	
6	Raised tree seedlings for room/building decoration	Very Impressive	July 1, 2021	December 2021	December 31, 2021	Impressive	Very Satisfactory	
7	Constructs riprap and pathways of DFS Building	Very Impressive	July 1, 2021	December 2021	December 31, 2021	Impressive	Very Satisfactory	
8	Area of drainage canal cleaned	Very Impressive	July 1, 2021	December 2021	December 31, 2021	Impressive	Very Satisfactory	
9	Finishing canal sidings	Very Impressive	July 1, 2021	December 2021	December 31, 2021	Impressive	Very Satisfactory	
10	Watering of tree and ornamental seedlings	Very Impressive	July 1, 2021	December 2021	December 31, 2021	Impressive	Very Satisfactory	
11	Maintains cleanliness of CR's and rooms	Very Impressive	July 1, 2021	December 2021	December 31, 2021	Impressive	Very Satisfactory	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


ANATOLIO N. POLINAR
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score						

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	43				
Average Score	3.91				

Overall recommendation

: Needs guidance in the performance of his assigned tasks.

ANATOLIO N. POLINAR

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : George S. Circulado
Performance Rating : 4.51 (Very Satisfactory) July – December 2021

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 2021

Target Date: September 2021

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 2021

Target Date: December 2021

Next Step:

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

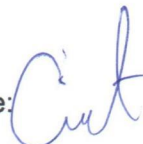
Result:

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

Prepared by:


ANATOLIO N. POLINAR
Unit Head

Conforme:



GEORGE S. CIRCULADO
Ratee