

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JAIME B. BERONDO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.30	X 70%	3.01
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	X 30%	1.20
TOTAL NUMERICAL RATING			4.21

TOTAL NUMERICAL RATING: 4.21
 Add: Additional Approved Points, if any: 0
 TOTAL NUMERICAL RATING: 4.21

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

JAIME B. BERONDO
Name of Staff

Reviewed by:

DENNIS P. PEQUE
Department/Office Head

Recommending Approval:

DENNIS P. PEQUE
Dean

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JAIME B. BERONDO** 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, 2019.


JAIME B. BERONDO
Ratee

Approved:

DENNIS P. PEQUE
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Timber Inventory	No. of Trees inventoried	Conduct Inventory (PBH, Tree Height, GPS Reading)	218	220/218 (101%)	4	4	4	4	
Monitoring Services (Forest Protection)	No. of bamboo and firewood collectors supervised	Supervised and monitored bamboo and firewood collectors	60	70/60 (166.67%)	5	5	5	5	
	No. of flowering and fruiting mother trees monitored	Monitored flowering and fruiting mother trees in VSU reservation	130	135/130 (103.85%)	4	4	4	4	
	No. of bamboo and firewood permits issued	Issued permits to bamboo and firewood collectors	50	65/50 (130%)	5	5	5	5	
	No. of forest violators apprehended	Apprehend forest violators	40	50/40 (125%)	5	5	5	5	
	No. of letters delivered to forest violators	Delivered invitation letters to forest violators and LGUs for settlement	14	18/14 (128.57%)	5	5	5	5	
	No. of forest violation letters prepared and submitted	Prepared and submitted forest violation report	12	14/12 (166.67%)	5	5	5	5	
Tree planting services	No. of students supervised in tree planting	Supervised graduating students tree planting activities	230	240/230 (104%)	4	5	4	4.77	

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Supervising services	No. of hectares delineated for tree plantation	Delineated degraded area for tree planting	12	14/12 (116.67%)	4	5	4	4.77	
Other Services	No. of faculty and staff assisted in laboratory classes	Assisted CFES faculty and staff in laboratory class, messengerial, janitorial activity.	12	4/12 (33.33%)	1.5	1.02	1.5	1.74	

43

Average Rating (Total Over-all rating divided by 6)	
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.70
ADJECTIVAL RATING	Very satisfactory


Comments & Recommendations for Development Purpose:

Intensify forest production work by conducting IEC community meetings, also do regular monitoring of flowering / fruiting trees.

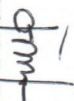
Evaluated by:

Recommending Approval:


Approved by:


 11/25/20
DENNIS P. PEQUE
 Unit Head

Date: _____


 11/25/20
DENNIS P. PEQUE
 Dean

Date: _____


BEATRIZ S. BILONIAS
 Vice President

Date: _____

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

PERFORMANCE MONITORING FORM

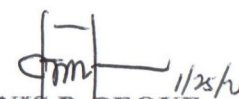
Name of Employee: **JAIME B. BERONDO**

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	Assists the Forests Conservation Officer (FCO) in planning and decision-making on matters related to the conservation and protection of the VSU Forest Reserve.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Very Impressive	Outstanding	
2	Acts as leadman for all forest guards and provide the directions in the conduct of field activities.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Very Impressive	Outstanding	
3	Assists the Forest Reserve Officer in spearheading extension activities in communities for forest protection and conservation.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Impressive	Very Satisfactory	
4	Prepares weekly accomplishment report, keeps and updates records on forest violations.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Impressive	Satisfactory	Submit weekly report regularly
5	Assists in activities related to instruction, research and extension program of the department.	Very Impressive	July 1, 2019	December 31, 2019	December 31, 2019	Impressive	Very Satisfactory	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


DENNIS P. PEQUE
 Unit Head

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December, 2019

Name of Staff: JAIME B. BERONDO 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 improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1

N/A

Total Score		44				
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)		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		44				
Average Score		4.0				

Overall recommendation : _____

 1/25/20
DENNIS P. PEQUE
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Jaime B. Berondo
Performance Rating : 4.21 (Very Satisfactory) July - December 2019

Aim: To improve the protection and management of VSU Forest Reserve

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

Date: July 2019

Target Date: September 2019

First Step:

Monitor Mr. Berondo's performance regarding the protection and management of VSU Forest Reserve.

Result:

Occurrence of illegal tree cuttings and wildlife hunting is minimized

Date: October 2019

Target Date: December 2019

Next Step:

One-on-one meeting with Mr. Berondo.

Outcome:

His performance specific to forest protection and management has improved.

Final Step/Recommendation:

Required Mr. Berondo to report on Saturdays for the continued protection and management of VSU Forest Reserve.

Prepared by:

DENNIS P. PEQUE
Unit Head

Conforme:

JAIME B. BERONDO
Ratee