

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: REYNALDO N. GLORIA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.59	x 70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	x 30%	1.40
TOTAL NUMERICAL RATING			4.61

TOTAL NUMERICAL RATING: 4.61
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.61

ADJECTIVAL RATING: Outstanding

Prepared by:


REYNALDO N. GLORIA
Name of Staff

Reviewed by:


ARTURO E. PASA
Department/Office Head

Recommending Approval:

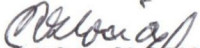

REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **REYNALDO N. GLORIA** 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, 2016**.


REYNALDO N. GLORIA

Ratee

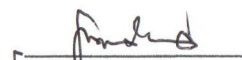

ARTURO E. PASA

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 persons trained	Assisted in the supervision of Clonal Nursery workers	2	4/2 (200%)	4.5	4.5	4.5	4.5	
	No. of nursery facilities improved and maintained	As DFS Forest Nursery staff	3	8/3 (266.66%)	5.0	5.0	5.0	5.0	
	Assisted in forest rehabilitation and protection	As DFS Forest Nursery staff	5 ha	10ha/5ha.(200%)	5.0	5.0	5.0	5.0	
	Establish/Planted clonal hedge garden	As DFS Forest Nursery staff	50 trees of native species	50/50 (100%)	4.5	4.5	4.5	4.5	
	Prepare additional area for clonal garden	As DFS Forest Nursery staff	300 m ²	500m ² /300 m ² (166.66%)	4.5	4.5	4.5	4.5	
	facilities maintained/developed	As DFS Forest Nursery staff	50m ²	100m ² /50m ² (200%)	4.5	4.5	4.5	4.5	
	Expanded planting stock production	As DFS Forest Nursery staff	2,000 planting stock	30,000/2,000 (1,500%)	5.0	5.0	5.0	5.0	
	Performed the following nursery operations:	As DFS Forest Nursery staff							

	Bagging		200 seedlings/day	700 seedlings a day/200 seedlings a day (350%)	5.0	5.0	5.0	5.0	
	Watering		1x/week	1/1 (100%)	4.0	4.0	4.0	4.0	
	Weeding		1x/week	1/1 (100%)	4.0	4.0	4.0	4.0	
	Collected planting materials for cloning		1,000 planting materials	4,000 /1,000 (400%)	4.5	4.5	4.5	4.5	
Total Over-all Rating								50.5	
Average Rating		4.59			Comments & Recommendations for Development Purpose:				
Additional points:									
Punctuality									
Approved Additional Points (with copy of the									
FINAL RATING		4.59							
ADJECTIVAL RATING		Very satisfactory							

Received by:


Planning Office

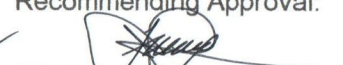
Date: _____

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT

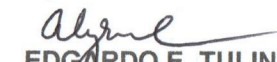
Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2016
Name of Staff: REYNALDO N. GLORIA 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
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	26				
Average Score	4.07				

Overall recommendation : _____


ARTURO E. PASA
Name of Head