



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
TOTAL NUMERICAL RATING			4.49

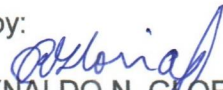
TOTAL NUMERICAL RATING: 4.49

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.49


ADJECTIVAL RATING: Very Satisfactory

Prepared by:

REYNALDO N. GLORIA
Name of Staff 1/20/23


Reviewed by:

ANATOLIO N. POLINAR
Department/Office Head 1/20/23

Recommending Approval:


DENNIS P. PEQUE
Dean/Director 1/20/23


Approved:


BEATRIZ S. BELONIAS 1/24/23
Vice President for Academic Affairs

"Exhibit B"

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, 2022**.


REYNALDO N. GLORIA
 Ratee **12/20/22**

Approved:


ANATOLIO N. POLINAR
 Head of Unit **1/20/23**

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								
	No. of persons trained & supervised	Assisted in the supervision of Clonal and DFS Nursery workers	4	4/4 (100%)	4.5	4.5	5	4.67	Ceriaco Barcos, George Tan, Edino Fernandez & Nicanor Vicente
	No. of nursery facilities improved and maintained	Improved and maintained nursery facilities	12	12/12 (100%)	4.5	4.5	4.5	4.5	Transplanting beds, seedbeds, DFS & Clonal Nursery, etc.
	No. of staff assisted in forest rehabilitation and protection	Improved and maintained nursery facilities	5	5/4 (125%)	4.5	4	4.5	4.33	Ceriaco Barcos, George Tan, Edino Fernandez & Nicanor Vicente
	No. of seedlings planted	Spearheaded in the establishment of tree plantation	300 seedlings	400/300 (133%)	4.5	4	4	4.17	Dipterocarp's species and other indigenous trees
	No. of laborers supervised and assisted in tree planting	Supervised and assisted in the planting activities	4	4/4 (100%)	4.5	4	4.5	4.33	Ceriaco Barcos, George Tan, Edino Fernandez & Nicanor Vicente
	No. of established/Planted clonal hedge garden plots	Facilitated the establishment of Clonal hedge garden	4	4/4 (100%)	5	5	5	5	Ceriaco Barcos, George Tan, Edino Fernandez & Nicanor Vicente

	No. of additional clonal garden plots prepared	Facilitated the preparation and establishment of additional hedge garden plots	6	6/6 (100%)	4.5	4.5	5	4.67	Ceriaco Barcos, George Tan, Edino Fernandez & Nicanor Vicente
	No. of wildlings collected	Assisted in the collection of wildlings for use in the nursery	15,000	12500/15,000 (83%)	5	5	5	5	Narra, molave, mahogany, dao, kalumpit, yakal etc.
	No. of seedlings maintained	Maintained raised seedlings	5,000	10700/5,000 (214%)	4.5	4.5	4.5	4.5	Indigenous trees
	Area monitored/protected	Monitored and protected forest recreation	15 ha	15/15 (100%)	4	4	4	4	Plantation forest at the vicinity of the Nursery
	Performed the following nursery operations:	Implemented nursery operation activities							
	Bagging		15,000 bags	20,000/15,000 (133%)	5	4.5	4.5	4.67	For indigenous trees
	Watering		4 days/week	5/4 (125%)	5	5	5	5	Done during summer days
	Weeding		5 days/week	5/5 (100%)	5	5	5	5	Seedlings in the nursery
	Sorting of seedlings		4 weeks	4/4 (100%)	4.5	4.5	4.5	4.5	Nursery seedlings
Total Over-all Rating								64.24	
Average Rating				4.59	Comments & Recommendations for Development Purpose: submit monthly and annual accomplishment report				
Additional points:									
Approved Additional Points (with copy of the approval)									
FINAL RATING				4.59					
ADJECTIVAL RATING				Very satisfactory					

Evaluated by:
ANATOLIO N. POLINAR
Unit Head

Date: 1/20/23

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

Recommending Approval:
DENNIS P. PEQUE
Dean, CFES

Date: 1/23/23

Approved by:
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 1/24/23

PERFORMANCE MONITORING FORM


Name of Employee: **REYNALDO N. GLORIA**

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	Assisted in the supervision of Clonal and DFS Nursery workers	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Impressive	Outstanding	Keep up the good work.
2	Improved and maintained nursery facilities	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Impressive	Outstanding	Keep going.
3	Improved and maintained nursery facilities	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Impressive	Very Satisfactory	Ensure to submit weekly report
4	Spearheaded in the establishment of tree plantation	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Very Impressive	Outstanding	Keep up the good work.
5	Supervised and assisted in the planting activities	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Very Impressive	Outstanding	Keep going.
6	Facilitated the establishment of Clonal hedge garden	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Very Impressive	Very Satisfactory	Improve performance
7	Assisted in the collection of wildlings for use in the nursery	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Very Impressive	Outstanding	Keep up the good work.
8	Maintained raised seedlings	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Very Impressive	Outstanding	Keep up the good work.
9	Monitored and protected forest recreation	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Very Impressive	Very Satisfactory	Needs to submit weekly report
10	Implemented nursery operation activities	Very Impressive	July 1, 2022	December 2022	December 31, 2022	Very Impressive	Outstanding	Keep up the good work.

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


ANATOLIO N. POLINAR
 Unit Head 1/20/23



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2022

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		51				

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						
Average Score		4.25				

Overall recommendation : _____


ANATOLIO N. POLINAR
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Reynaldo N. Gloria
Performance Rating : 4.49 (Very Satisfactory) July - December 2022

Aim: To improve and increase seedling production in the nursery

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

Date: July 2022

Target Date: September 2022

First Step:

Monitor Mr. Gloria's performance regarding the targeted seedling production in the nursery

Result:

Seedling production improved and increased but needs further improvement

Date: October 2022

Target Date: December 2022

Next Step:

One-on-one meeting with Mr. Gloria

Outcome:

His performance specific to seedling production has improved.


Final Step/Recommendation:

Requested Mr. Gloria to report on Saturdays to achieve the target seedling production. May also suggests ways on how to make a progress on purchase of seedling this time of community quarantine.

Prepared by:


ANATOLIO N. POLINAR
Unit Head *1/25/23*

Conforme:


REYNALDO N. GLORIA
Ratee *1/25/23*