



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 | 4.84 | 70% | 3.39 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.55 | 30% | 1.37 |
| TOTAL NUMERICAL RATING | | | 4.76 |

TOTAL NUMERICAL RATING: 4.76

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.76

ADJECTIVAL RATING: Outstanding

Prepared by: _____

REYNALDO N. GLORIA

Name of Staff

Reviewed by: _____

ANATOLIO N. POLINAR

Department/Office Head

Recommending Approval: _____

DENNIS P. PEQUE

Dean/Director

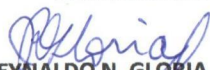
Approved: _____

BEATRIZ S. BELONIAS


Vice President for Academic Affairs

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, 2021**.


REYNALDO N. GLORIA
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 | | | | | | | | |
| | No. of persons trained & supervised | Assisted in the supervision of Clonal and DFS Nursery | 4 | 4/4 (100%) | 5 | 5 | 5 | 5 | |
| | No. of nursery facilities improved and maintained | Improved and maintained nursery facilities | 12 | 12/12 (100%) | 5 | 4.5 | 4.5 | 4.67 | |
| | No. of staff assisted in forest rehabilitation and protection | Improved and maintained nursery facilities | 5 | 5/5 (100%) | 5 | 4.5 | 4.5 | 4.67 | |
| | No. of seedlings planted | Spearheaded in the establishment of tree plantation | 300 seedlings | 250/300 (83%) | 5 | 4.5 | 4.5 | 4.67 | |
| | No. of laborers supervised and assisted in tree planting | Supervised and assisted in the planting activities | 4 | 4/4 (100%) | 5 | 5 | 4.5 | 4.83 | |
| | No. of established/Planted clonal hedge garden plots | Facilitated the establishment of Clonal hedge garden | 4 | 4/4 (100%) | 5 | 5 | 5 | 5 | |
| | No. of additional clonal garden plots prepared | Facilitated the preparation and establishment of additional hedge | 6 | 6/6 (100%) | 5 | 5 | 5 | 5 | |

| | | | | | | | | | |
|-----------------------|---|--|-------------|----------------------|-----|-----|-----|------|--|
| | No. of wildlings collected (Narra) | Assisted in the collection of wildlings for use in the nursery | 15,000 | 10,230/15,000 (68%) | 4.5 | 5 | 4.5 | 4.67 | |
| | No. of seedlings maintained | Maintained raised seedlings | 5,000 | 20,500/5,000 (410%) | 5 | 5 | 5 | 5 | |
| | Area monitored/protected | Monitored and protected forest recreation | 15 ha | 15/15 (100%) | 5 | 4.5 | 4.5 | 4.67 | |
| | Performed the following nursery operations: | Implemented nursery operation activities | | | | | | | |
| | Bagging | | 15,000 bags | 20,000/15,000 (133%) | 5 | 5 | 5 | 5 | |
| | Watering | | 4 days/week | 5/4 (125%) | 5 | 5 | 5 | 5 | |
| | Weeding | | 5 days/week | 5/5 (100%) | 5 | 5 | 4.5 | 4.83 | |
| | Sorting of seedlings | | 4 weeks | 4/4 (100%) | 5 | 5 | 4.5 | 4.83 | |
| Total Over-all Rating | | | | | | | | | |

67.84

| | | |
|--|-------------|--|
| Average Rating | 4.84 | |
| Additional points: | | |
| Approved Additional Points (with copy of the approval) | | |
| FINAL RATING | 4.84 | |
| 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, CFES

Date: 1/20/2022

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/20/22

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, 2021 | December 2021 | December 31, 2021 | Impressive | Outstanding | Keep up the good work. |
| 2 | Improved and maintained nursery facilities | Very Impressive | July 1, 2021 | December 2021 | December 31, 2021 | Impressive | Outstanding | Keep going. |
| 3 | Improved and maintained nursery facilities | Very Impressive | July 1, 2021 | December 2021 | December 31, 2021 | Impressive | Very Satisfactory | Ensure to submit weekly report |
| 4 | Spearheaded in the establishment of tree plantation | Very Impressive | July 1, 2021 | December 2021 | December 31, 2021 | Very Impressive | Outstanding | Keep up the good work. |
| 5 | Supervised and assisted in the planting activities | Very Impressive | July 1, 2021 | December 2021 | December 31, 2021 | Very Impressive | Outstanding | Keep going. |
| 6 | Facilitated the establishment of Clonal hedge garden | Very Impressive | July 1, 2021 | December 2021 | December 31, 2021 | Very Impressive | Very Satisfactory | Improve performance |
| 7 | Assisted in the collection of wildlings for use in the nursery | Very Impressive | July 1, 2021 | December 2021 | December 31, 2021 | Very Impressive | Outstanding | Keep up the good work. |
| 8 | Maintained raised seedlings | Very Impressive | July 1, 2021 | December 2021 | December 31, 2021 | Very Impressive | Outstanding | Keep up the good work. |
| 9 | Monitored and protected forest recreation | Very Impressive | July 1, 2021 | December 2021 | December 31, 2021 | Very Impressive | Very Satisfactory | Needs to submit weekly report |

| | | | | | | | | |
|----|--|-----------------|--------------|---------------|-------------------|-----------------|-------------|------------------------|
| 10 | Implemented nursery operation activities | Very Impressive | July 1, 2021 | December 2021 | December 31, 2021 | 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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

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 | | 50 | | | | |
| Average Score | | 4.55 | | | | |

Overall recommendation

: Knowledgeable of his assigned tasks


ANATOLIO N. POLINAR

Printed Name and Signature
Head of Office

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-HRM-26
V0 11-12-2021

No.

269

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Reynaldo N. Gloria
Performance Rating : 4.76 (Outstanding) July – December 2021

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 2021

Target Date: September 2021

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 2021

Target Date: December 2021

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

Conforme:

REYNALDO N. GLORIA
Ratee