



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: RONALDO M. LAURIÑO

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.40 | 70% | 3.08 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.5 | 30% | 1.35 |
| TOTAL NUMERICAL RATING | | | 4.43 |

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.43

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

RONALDO M. LAURIÑO

Name of Staff

Reviewed by:

ANGELICA P. BALDOS

Department/Office Head

Recommending Approval:

ARTURO E. PASA

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RONALDO M. LAURIÑO 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 **January to December 2024**.

RONALDO M. LAURIÑO

Ratee

Approved:

ANGELICA P. BALDOS

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 | Assisted in the conduct of inventory of trees requested by different colleges, departments, offices and research projects for cutting/pruning | 7 | 8/7 (114.29%) | 5 | 4.5 | 4.5 | 4.67 | VSU residence offices as per request |
| Monitoring Services (Forest Protection) | No. of bamboo and firewood collectors monitored | Assisted in the monitoring of bamboo and firewood collectors | 33 | 35/33 (106.06%) | 4.5 | 4.5 | 4.5 | 4.5 | Residence in Brgy Patag, Guadalupe and Pangasugan |
| | No. of flowering and fruiting mother trees monitored | Assisted forest guards in the monitoring of flowering and fruiting mother trees in VSU reservation | 17 | 19/17 (111.76%) | 4.5 | 4 | 4 | 4.17 | VSU Forest Reservation |
| | No. of bamboo and firewood permits issued | Assisted in the issuance of permits to bamboo and firewood collectors | 27 | 29/27 (107%) | 4.5 | 4.5 | 4.5 | 4.5 | Users of Brgy Patag, Guadalupe, Pangasugan and VSU constituents |
| | No of forest protection reports made and submitted to supervisor | Prepared the midyear and year end report of the Forest Conservation Unit | 3 | 3/3 (100%) | 4 | 4 | 4 | 4 | Tree Inventory Reports |

| | | | | | | | | | |
|---------------------------------------|--|--|----|--------------|-----|-----|-----|------|---|
| | No. of forest violators reprimanded | Reprimanded forest violators in VSU forest reservation | 7 | 7/7 (100%) | 4.5 | 4.5 | 4.5 | 4.5 | Violators from Brgy. Guadalupe / Fuel wood collectors |
| | No. of letters delivered to forest violators | Delivered invitation letters to forest violators and LGUs for settlement | 5 | 6/5 (120%) | 4.5 | 4.5 | 4 | 4.33 | |
| | No. of forest violation letters prepared and submitted | Prepared and submitted forest violation report | 5 | 6/5 (120%) | 4.5 | 4 | 4 | 4.17 | |
| Forest Reserve (Forest Patrol) | No. of kaingin and abandoned areas monitored | Areas monitored and protected | 22 | 22/22 (100%) | 4.5 | 4.5 | 4.5 | 4.5 | Kaingin areas in Mt. Pangasugan |
| Supervising services | No. of hectares delineated for tree planting projects | Delineated area for tree planting Project | 3 | 4/3 (133%) | 5 | 4.5 | 4.5 | 4.67 | VSU Forest Reservation |

| | | |
|--|--|-------------------|
| Total Over-all Rating | | 44.01 |
| Average Rating | | |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.40 |
| ADJECTIVAL RATING | | Very Satisfactory |

Comments & Recommendations for Development Purpose:

Develop plans for the Forest protection and management and Tree plantations.

Evaluated by:


ANGELICA P. BALDOS

Unit Head

Date: 3/3/25

Recommending Approval:


ARTURO E. PASA

Dean

Date: 3/4/25

Approved by:



ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 3/5/25

PERFORMANCE MONITORING AND COACHING JOURNAL


| | | |
|---|-----------------|---------------------------------|
| | 1 st | Q U A R T E R |
| | 2 nd | |
| √ | 3 rd | |
| √ | 4 th | |

Name of Office : Department of Forest Science
Head of Office : Dr. Angelica P. Baldos
Number of Personnel : 9 Permanent Faculty

| Activity Monitoring | MECHANISM | | | | Remarks |
|---|--|-------------------------|--|--|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | | | | | |
| Faculty Meeting | | Minutes of Meeting | Dean's Memo/Head's Memo | | Regular monthly meeting |
| Office & Class Attendance | | | | Log book; DTR's | DFS Faculty & Staff (July - December 2024) |
| Attendance to university & college activities/programs/seminars/workshops | | | University memos & invitation sent via VSU email | Attendance, Program certificates | |
| Compliance of University Memos | | | University Memos | Compliance Report | |
| Leaves (SL, VL, CDO, etc.) | | | | Application and approval for Leave form | DFS Faculty & staff (July - December 2024) |
| Following-up documents | Utility workers/ Office Clerks / Admin Staff | | | Scheduled | Daily / Weekly |
| Travels | | Updates during meetings | | Travel Orders, Pass Slips, FM-VPA-03 Certificate of appearance | |
| Coaching | | | | | |
| Classroom Management & Teaching Methods | Faculty Consultation | | | Classroom Observation (Forms and logbooks) | (July - December 2024) |


Note: Please indicate the date in the appropriate box when the monitoring was conducted

Conducted by:


ANGELICA P. BALDOS
Immediate Supervisor

Noted by:


ARTURO E. PASA
Dean, CFES


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

| Major Final Output/Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | | | REMARKS |
|---|---|-------------|--------------------|------------------------|----------------------------|----------------------------|--------------|--------------|--------------------------|---|
| | | | | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | |
| MFO 1. Advanced & Higher Education Services | Teaching | | | | | | | | | |
| PI 1. Instruction | Instructional Materials Developed/ Revised & Utilized | RSCome | JULY-DECEMBER 2024 | Submits Course Syllabi | Prepares lecture materials | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | Fsci 125, FORY 283, FORY 299, all lec & lab |
| | | HLMondal | JULY-DECEMBER 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FORY 211, Fsci 131, Fmgt 137, All lec & lab |
| | | AEPasa | JULY-DECEMBER 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FORY 291, FMgt 145n, all lec & lab |
| | | TAPatindol | JULY-DECEMBER 2024 | Submits Course Syllabi | Develops lecture guide | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FORY 224, FGov 149n, FORY 269, FORY 225, FORY 227, Envi IIIf. All lec & lab |
| | | DPPeque | JULY-DECEMBER 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | WTec 141, FMgt 147n, FORY 229 all lec & lab |
| | | ANPolinar | JULY-DECEMBER 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FMgt 143n, ForE 139, FGov 135, FORY 205, all lec & lab |
| | | SOBernaldez | JULY-DECEMBER 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FMgt 123, FMgt 131n, all lec and lab |
| | | APBaldos | AUGUST-DECEMBER | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FMgt 127. FORY 285, all lec & lab |

| | | | | | | | | | | |
|--|--|-------------|-------------------------|------------------------|---------------------------|----------------------------|-----------------|--------------------------------|--------------------------------|---|
| | | KBDoria | SEPTEMBER-DECEMBER 2024 | Submits Course Syllabi | Prepares 1 lecture guides | Prepares Exams For Midterm | Face to face | Face to face | Prepares Exams For Final | FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab |
| | Reviewed/ Approves Thesis/Field Practice Manuscripts/Lab Exercises | RSCome | JULY-DECEMBER 2024 | | | | Review Outlines | Review Outlines and Manuscript | Review Outlines and Manuscript | Caballes, Cinco, Martinez, Solis |
| | | TAPantindol | JULY-DECEMBER 2024 | | | | Review Outlines | Review Outlines | Review Outlines | Bonganay |
| | | HLMondal | JULY-DECEMBER 2024 | | | | Review Outlines | Review Outlines | Review Outlines | Caballes, Tiongson, Enselay, Solis |
| | | DPPeque | JULY-DECEMBER 2024 | | | | Review Outlines | Review Outlines and Manuscript | Review Outlines and Manuscript | Wales, Omoso, Nabong |
| | Spent Hours For Students Consultations | HLMondal | JULY-DECEMBER 2024 | Daily 12-1, 5-6 | Daily 12-1, 5-6 | Daily 8-5 | Daily 8-5 | Daily 12-1, 5-6 | Daily 12-1, 5-6 | BSF students |
| | | AEPasa | JULY-DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 -1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |
| | | DPPeque | JULY-DECEMBER 2024 | Daily 12-1, 5-6 | Daily 12-1, 5-6 | Daily 8-5 | Daily 8-5 | Daily 8-5 | Daily 8-5 | BSF students |
| | | ANPolinar | JULY-DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 -1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |
| | | TAPatindol | JULY-DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 -1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |
| | | RSCome | JULY-DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 -1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |
| | | SOBernaldez | JULY-DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 -1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |
| | | APBaldos | JULY-DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 -1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |

| | | | | | | | | | | |
|---|--|-----------------|---------------------------|-----------------------|------------------------|--|---|---|---|---|
| | | KBDoria | JULY- DECEMBER 2024 | Daily, 12:00 -1:00 | Daily, 12:00 - 1:00 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | Daily, 8-5 | BSF students |
| Gives Assignmen ts, Quizzes, Exams, Etc. | | AEPasa | JULY- DECEMBER 2024 | | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Wednesdays, Thursdays |
| | | RSCome | JULY- DECEMBER 2024 | | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Tuesdays, Wednesdays, Thursdays |
| | | DPPeque | JULY- DECEMBER 2024 | | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Thursdays, Saturday |
| | | ANPolinar | JULY- DECEMBER 2024 | | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Tuesdays, Wednesdays, Thursdays, Fridays |
| | | HLMondal | JULY- DECEMBER 2024 | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Tuesday, Wednesdays, Thursdays, Fridays |
| | | TAPatindol | JULY- DECEMBER 2024 | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Wednesdays, Tuesdays, Thursday |
| | | SOBernalde z | JULY- DECEMBER 2024 | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Tuesdays, Thursday |
| | | APBaldos | JULY- DECEMBER 2024 | | | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Checks Exams, Quizzes, & Assignments | Mondays, Tuesdays, Wednesdays, Thursdays, Fridays |
| | | KBDoria | JULY- DECEMBER 2024 | | | Checks Exams, Quizzes, & Assignments | Checks Exams, | Checks Exams, | Checks Exams, | Mondays, Tuesdays, Wednesdays, |

| | | | | | | | Quizzes, & Assignments | Quizzes, & Assignments | Quizzes, & Assignments | Thursdays, Fridays |
|--|--------------------|--------------------|--|--|--|--|--|--|--|---|
| Submits Grade Sheets | <i>RSCome</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | | Final Grades | Fsci 125, FORY 283, FORY 299, all lec & lab |
| | <i>HLMondal</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | | Final Grades | FORY 211, Fsci 131, Fmgt 137, All lec & lab |
| | <i>AEPasa</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | | Final Grades | FORY 291, FMgt 145n, all lec & lab |
| | <i>TAPatindol</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | | Final Grades | FORY 224, FGov 149n, FORY 269, FORY 225, FORY 227, Envi IIIf. All lec & lab |
| | <i>DPPeque</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | | Final Grades | WTec 141, FMgt 147n, FORY 229 all lec & lab |
| | <i>ANPolinar</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | | Final Grades | FMgt 143n, ForE 139, FGov 135, FORY 205, all lec & lab |
| | <i>SOBernaldez</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | | Final Grades | FMgt 123, FMgt 131n, all lec and lab |
| | <i>APBaldos</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | | Final Grades | FMgt 127. FORY 285, all lec & lab |
| | <i>KBDoria</i> | JULY-DECEMBER 2024 | | | Midterm Grades | | | | Final Grades | FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab |
| Prepares power point lecture materials | <i>RSCome</i> | JULY-DECEMBER 2024 | Mondays, Wednesdays, Fridays, Tuesdays | Mondays, Wednesdays, Fridays, Tuesdays | Mondays, Wednesdays, Fridays, Tuesdays | Mondays, Wednesdays, Fridays, Tuesdays | Mondays, Wednesdays, Fridays, Tuesdays | Mondays, Wednesdays, Fridays, Tuesdays | Mondays, Wednesdays, Fridays, Tuesdays | Fsci 125, FORY 283, FORY 299, all lec & lab |
| | <i>HLMondal</i> | JULY-DECEMBER 2024 | Tuesdays, Thursdays | Tuesdays, Thursdays | Tuesdays, Thursdays | Tuesdays, Thursdays | Tuesdays, Thursdays | Tuesdays, Thursdays | Tuesdays, Thursdays | FORY 211, Fsci 131, Fmgt 137, All lec & lab |
| | <i>AEPasa</i> | JULY-DECEMBER 2024 | Wednesdays, Fridays | Wednesdays, Fridays | Wednesdays, Fridays | Wednesdays, Fridays | Wednesdays, Fridays | Wednesdays, Fridays | Wednesdays, Fridays | FORY 291, FMgt 145n, all lec & lab |

| | | | | | | | | | | |
|---------------------------------|---------------------|-------------------|---------------------------|---|---|--|---|---|---|---|
| | | <i>TAPatindol</i> | JULY- DECEMBER 2024 | Tuesdays | Tuesdays | Tuesdays | Tuesdays | Tuesdays | Tuesdays | FORy 224, FGov 149n, FORy 269, FORy 225, FORy 227, Envi IIIf. All lec & lab |
| | | <i>DPPeque</i> | JULY- DECEMBER 2024 | Mondays, Wednesday s, Fridays | Mondays, Wednesdays , Fridays | Mondays, Wednesdays, Fridays | Mondays, Wednesdays , Fridays | Mondays, Wednesdays , Fridays | Mondays, Wednesdays, Fridays | WTec 141, FMgt 147n, FORy 229 all lec & lab |
| | | <i>ANPolinar</i> | JULY- DECEMBER 2024 | Mondays, Wednesday s, Fridays | Mondays, Wednesdays , Fridays | Mondays, Wednesdays, Fridays | Mondays, Wednesdays , Fridays | Mondays, Wednesdays , Fridays | Mondays, Wednesdays, Fridays | FMgt 143n, ForE 139, FGov 135, FORy 205, all lec & lab |
| | | SOBernaldez | JULY- DECEMBER 2024 | Mondays, Tuesdays, Thursday | Mondays, Tuesdays, Thursday | Mondays, Tuesdays, Thursday | Mondays, Tuesdays, Thursday | Mondays, Tuesdays, Thursday | Mondays, Tuesdays, Thursday | FMgt 123, FMgt 131n, all lec and lab |
| | | APBaldos | JULY- DECEMBER 2024 | Mondays, Tuesdays, Thursday, Fridays | Mondays, Tuesdays, Thursday, Fridays | Mondays, Tuesdays, Thursday, Fridays | Mondays, Tuesdays, Thursday, Fridays | Mondays, Tuesdays, Thursday, Fridays | Mondays, Tuesdays, Thursday, Fridays | FMgt 127. FORy 285, all lec & lab |
| | | KBDoria | JULY- DECEMBER 2024 | Mondays, Tuesdays, Wednesday Thursday, Friday | Mondays, Tuesdays, Wednesday Thursday, Friday | Mondays, Tuesdays, Wednesday Thursday, Friday | Mondays, Tuesdays, Wednesday Thursday, Friday | Mondays, Tuesdays, Wednesday Thursday, Friday | Mondays, Tuesdays, Wednesday Thursday, Friday | FMgt 137, FMgt 11, FMgt 145n, WTec 141, all lec & lab |
| MFO 2. Research Services | Conducts Researches | <i>AEPasa</i> | JULY- DECEMBER 2024 | Project Tarsier | | | Green Carbon Inventory Research in Paranas, Samar | | | In-Country Coordinator Ongoing, Project Leader |
| | | <i>DPPeque</i> | JULY- DECEMBER 2024 | "Project Tarsier: A nature based solutions project for climate change, biodiversity and people" | | LGU's Climate Change Adaptive Capacity in Climate-Prone and Vulnerable in Eastern Visayas (Phase II) | | | | In-Country Leader Project Leader |

| | | | | | | | | | |
|--|--------------------|--------------------|--------------------|---|--|--|--|--|-----------------------------|
| | Makes appointments | <i>AEPasa</i> | JULY-DECEMBER 2024 | | | | | | As Project Leader |
| | | <i>DPPeque</i> | JULY-DECEMBER 2024 | | | | | | |
| | | <i>SOBernaldez</i> | JULY-DECEMBER 2024 | | “ CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to sustain and expand the remaining forest landscapes of the Philippines” | | | | As Study leader |
| | | <i>RSCome</i> | JULY-DECEMBER 2024 | “ CITIZEN-SDSS: Using Citizen Science approaches and Spatial Decision Support Systems to foster nature-based solutions to | | | | | As Project Leader (Ongoing) |

| | | | | | | | | | | |
|---|--|--|--------------------|---|--------------------------------|--|---|---|--------------------------------|---|
| | | | | sustain and expand the remaining forest landscapes of the Philippines” | | | | | | |
| MFO 3. Extension Services | ATTENDS training, SEMINAR and workshops | <i>RSCome, HLMondal, TAPatindol, ANPolinar, AEPasa, APBaldos</i> | JULY-DECEMBER 2024 | | | | | | | Participant |
| | | <i>DPPeque</i> | JULY-DECEMBER 2024 | “Establishment and Maintenance of On-Campus Climate-Smart Upland Agroforestry Farming System” | | “Community for Resilience (CORE) Training of Trainors (ToT) on Climate Change Adaptation and Mitigation” | | “WoMangrove Warriors Mangrove Rehabilitation” | | As Project Leader |
| MFO 4. Administration Services | Signs appointments, requests, certificates, and etc. | <i>RSCome, HLMondal, ANPolinar, AEPasa, DPeque, TAPatindol, SOBernaldez, APBaldos, KBDoria</i> | JULY-DECEMBER 2024 | registration forms for enrollment as course adviser | | | manuscript outline, transmittal, approval sheet, routing slip | | | manuscript outline, transmittal, approval sheet, routing slip |
| | | <i>AEPasa, ANPolinar, TAPatindol</i> | JULY-DECEMBER 2024 | Dean As Head As Director | Dean As Head As Director | Dean As Head As Director | Dean As Head As Director | Dean As Head As Director | Dean As Head As Director | Reimbursement, Replenishment, Payment Vouchers & PR & PPMP job order Contracts, bills, etc. |

[illegible]

| | | | | | | | | | | |
|--|--|-----------|--------------------|----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| | watering of plants. | | | | | | | | | |
| | Inventory of trees for cutting/pruning | RMLaurino | JULY-DECEMBER 2024 | Inventory and make reports | Bagging, Sorting, Weeding, Watering | Bagging, Sorting, Weeding, Watering | Bagging, Sorting, Weeding, Watering | Bagging, Sorting, Weeding, Watering | Bagging, Sorting, Weeding, Watering | As requested by offices or individual person |

Prepared by:

Angelica P. Baldos
ANGELICA P. BALDOS
 Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: **RONALDO M. LAURIÑO**

| 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 conduct of inventory of trees requested by different colleges, departments, offices, research projects and individual for cutting/pruning | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Very Impressive | Outstanding | Ensure to submit weekly report regularly. |
| 2 | Assisted in the monitoring of bamboo and firewood collectors | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Impressive | Very satisfactory | Keep up the good work. |
| 3 | Assisted forest guards in the monitoring of flowering and fruiting mother trees in VSU reservation | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Impressive | Very satisfactory. | Has to make map to easily check its fruiting seasons |
| 4 | Assisted in the issuance of permits to bamboo and firewood collectors | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Very Impressive | Outstanding | Ensure to submit weekly report regularly. |
| 5 | Reprimanded forest violators in VSU forest reservation | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Very Impressive | Outstanding | Need to perform tasks diligently. |
| 6 | Delivered invitation letters to forest violators and LGUs for settlement | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Impressive | Very satisfactory. | Need to perform tasks carefully. |
| 8 | Areas monitored and protected | Very Impressive | July 1, 2024 | December 2024 | December 31, 2024 | Impressive | Very Satisfactory | Ensure to submit weekly report regularly. |

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

Angelica P. Baldos
ANGELICA P. BALDOS
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Ronaldo M. Lauriño
Performance Rating : 4.43 Very Satisfactory

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

Proposed Interventions to improve the performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2024

Target Date: September 2024

First Step:

Monitor Mr. Lauriño's performance regarding the protection and management activities within the VSU Forest Reserve.

Result:

Occurrence of illegal tree cuttings and wildlife hunting is minimized/reduced.

Date: October 2024

Target Date: December 2024

Next Step:

One-on-one meeting with Mr. Lauriño regarding the tree planting areas inside the VSU Forest Reserve.


Outcome:

His performance specific to forest protection and management activities has improved.


Final Step/Recommendation:

Required Mr. Lauriño to submit monthly report for the continued protection and management of VSU Forest Reserve.

Prepared by:


ANGELICA P. BALDOS
Unit Head

Conformer:


RONALDO M. LAURIÑO
Ratee



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to December 2024

Name of Staff: RONALD M. LAURIÑO

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 | 54 | | | | |
| 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 | 4.5 | | | | |
| Overall recommendation: | | | | | |


ANGELICA P. BALDOS
 Head, DFS