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 | 4.5 | X 70% | 3.15 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.64 | X 30% | 1. 39 |
| | TOTAL NUM | IERICAL RATING | 4.54 |

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

Reviewed by:

Recommending Approval:

Approved:

Vice President

Albert.

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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, 2018.

Rates 1/18/19

Approved:

DENNIS P. PEQUE

Head of Unit

| | | | | T | | | | a f | · |
|-------------------------|---|---|-------------|----------------|----|----------------|----------------|----------------|--|
| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual | | Ra | ting | | Remarks |
| | | | | Accomplishment | Q1 | E ² | T ³ | A ⁴ | |
| MFO 4 Extension Service | S | | | | | | | | |
| | PI 9. Additional outputs | | | | | | | | |
| | No. of persons trained | Assisted in the supervision of Clonal Nursery workers | 4 | 4/4(100%) | 4 | 4 | 4 | 4 | |
| | No. of nursery facilities improved and maintained | As DFS Forest Nursery staff | 14 | 21/14(150%) | 5 | 5 | 5 | 5 | |
| | Assisted in forest rehabilitation and protection | As DFS Forest Nursery staff | 10 | 5/10(50%) | 3 | 3 | 5 | 5 | |
| | Assisted in tree planting activities | As DFS Forest Nursery staff | 5 | 5/5(100%) | 4 | 4 | 4 | 4 | |
| | Establish/Planted clonal hedge garden | As DFS Forest Nursery staff | 4 | 4/4(100%) | 4 | 4 | y | 4 | |
| | Prepare additional area for clonal garden | As DFS Forest Nursery staff | 2 | 2/2(100%) | 4 | 4 | 4 | Ч | |
| | facilities maintained/developed | As DFS Forest Nursery staff | 5 | 6/5(120%) | 5 | S | 5 | 5 | ************************************** |
| | Performed the following nursery operations: | As DFS Forest Nursery staff | 7 | 9/7(129%) | 5 | 5 | 5 | 5 | |
| | Bagging | | 4000/month | 3000/4000(75%) | 4 | 4 | 4 | Ц | |
| | Watering | | 6 days/week | 5/6(83%) | 5 | 5 | 5 | 5 | |

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| Average Rating | | The state of the s | | 7 | Comments | & Recomm | endations for Developmen | t Purnose |
|----------------------|----------------------|--|-----------|---|----------|----------|--------------------------|-----------|
| otal Over-all Rating | | | | | | | 54 | |
| | Sorting of seedlings | 1 week | 2/1(200%) | 4 | 4 | 4 | 4 | |
| | Weeding | 4 days | 5/4(125%) | 5 | 5 | 5 | Š | |

Average Rating

Additional points:

Approved Additional Points (with copy of the approval)

FINAL RATING

ADJECTIVAL RATING

Very Satisfactory

Expand production of Seedlings using the other notive the species, also produce ornamental trees for income generation.

| Evaluated by: | Eval | luated | bv: |
|---------------|------|--------|-----|
|---------------|------|--------|-----|

DENNIS P. PEQUE
Unit Head

Date:

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

Recommending Approval:

DENNIS P. PEQUE

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July - December, 2018</u>
Name of Staff: <u>**REYNALDO N. GLORIA**</u> Position: <u>Forest Ranger</u>

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 |

| Α. | Commitment (both for subordinates and supervisors) | | 9 | Scale | 9 | | |
|-----|---|------------|---|-------|---|---|---|
| 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 | 1 |
| 4. | Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. | (3) | 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 öffice 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 | |

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| Overall recommendation | | |
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DENNIS P. PEQUE

Name of Head

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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/Recom mendation |
|-------------|---|-----------------|---------------|--------------------------------|-----------------------------|-----------------------|---------------------------------|----------------------------|
| 1 | Assists in the Forest Rehabilitation and Protection Program. | Very Impressive | July 1, 2018 | December 28, 2018 | December 14, 2018 | Impressive | Very Satisfactory | |
| 2 | Maintains and develops facilities in Forest Nursery. | Very Impressive | July 1, 2018 | December 28, 2018 | December 14, 2018 | Very Impressive | Outstanding | |
| 3 | Assists in Tree planting acitivity. | Very Impressive | July 1, 2018 | December 28, 2018 | December 14, 2018 | Impressive | Very Satisfactory | |
| 4 | Performs nursery operations such as bagging, watering, weeding, and sorting of seeds. | Very Impressive | July 1, 2018 | December 28, 2018 | December 14, 2018 | Very Impressive | Outstanding | |
| 5 | Supervise and helps Nursery workers. | Very Impressive | July 1, 2018 | December 28, 2018 | December 14, 2018 | Very Impressive | Outstanding | |

^{*}Either very impressive, impressive, needs improvement, poor, very poor **Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee

: Reynaldo N. Gloria

Performance Rating

: 4.54 (Very Satisfactory) July - December 2018

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 2018

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 2018

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

Prepared by:

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Conforme:

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee

Reynaldo N. Gloria 4.52 (Very Satisfactory) July - December 201

Aim: To improve and increase seeding production in the nursen

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

Date, July 2018

Larget Date September 2018

First Step

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

Result:

Seculing production improved and increased but needs funher improvement

Date: October 2018

Target Date, December 2018

Next Step:

One-on-one meeting with Mr. Gloria

Outcome

His performance specific to seedling production has interoved

Final Step/Recommendation

Requestional violet single of the company of the co

Propared by

OENNIS P PEQUE

Conformer

REYNALDON CLORIA