

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

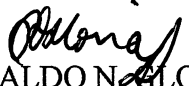
Name of Administrative Staff: **REYNALDO N. GLORIA**

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 NUMERICAL RATING			4.54

TOTAL NUMERICAL RATING: 4.54
 Add: Additional Approved Points, if any: 0
 TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: VERY SATISFACTORY


Prepared by:


REYNALDO N. GLORIA
 Name of Staff

Reviewed by:


DENNIS P. PEQUE
 Department/Office Head

Recommending Approval:


DENNIS P. PEQUE
 Dean

Approved:


BEATRIZ S. BELONIAS
 Vice President

Page 1

COMMITTEE ON ASSASSINATIONS
UNITED STATES SENATE

WILLIAM J. BURNETT

Chairman of the Committee

Witness	Subject	Witness	Subject
John Edgar Hoover	Director, FBI	John Edgar Hoover	Director, FBI
James Earl Ray	Subject	James Earl Ray	Subject
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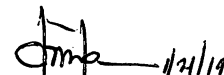
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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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**.


REYNALDO N. GLORIA
 Ratee

Approved:


DENNIS P. PEQUE
 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	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%)	5	5	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	4	4	
	Prepare additional area for clonal garden	As DFS Forest Nursery staff	2	2/2(100%)	4	4	4	4	
	facilities maintained/developed	As DFS Forest Nursery staff	5	6/5(120%)	5	5	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	4	
	Watering		6 days/week	5/6(83%)	5	5	5	5	

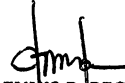
	Weeding		4 days	5/4(125%)	5	5	5	5	
	Sorting of seedlings		1 week	2/1(200%)	4	4	4	4	
Total Over-all Rating								54	

Average Rating		
Additional points:		
Approved Additional Points (with copy of the approval)		
FINAL RATING		4.50
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

Expand production of seedlings using the other native tree species, also produce ornamental trees for income generation.


Evaluated by:


DENNIS P. PEQUE
Unit Head

Date: _____

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

Recommending Approval:


DENNIS P. PEQUE
Dean, CFES
Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December, 2018

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.	(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 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

N/A

Information for Personnel in the Office of the Secretary

Rating Scale: 1 - 5
1 - Not at all
2 - Fairly
3 - Moderately
4 - Fairly well
5 - Very well

Information for Personnel in the Office of the Secretary
The following information is for the use of personnel in the Office of the Secretary. It is intended to provide a basis for the evaluation of the performance of personnel in the Office of the Secretary. The information is for the use of personnel in the Office of the Secretary and is not to be used for any other purpose.

Rating	Comments	Comments
5	The performance of the personnel in the Office of the Secretary is excellent. They are very efficient and effective in their work.	The performance of the personnel in the Office of the Secretary is excellent. They are very efficient and effective in their work.
4	The performance of the personnel in the Office of the Secretary is very good. They are efficient and effective in their work.	The performance of the personnel in the Office of the Secretary is very good. They are efficient and effective in their work.
3	The performance of the personnel in the Office of the Secretary is good. They are efficient and effective in their work.	The performance of the personnel in the Office of the Secretary is good. They are efficient and effective in their work.
2	The performance of the personnel in the Office of the Secretary is fair. They are efficient and effective in their work.	The performance of the personnel in the Office of the Secretary is fair. They are efficient and effective in their work.
1	The performance of the personnel in the Office of the Secretary is poor. They are inefficient and ineffective in their work.	The performance of the personnel in the Office of the Secretary is poor. They are inefficient and ineffective in their work.

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 (<i>For supervisors only to be rated by higher supervisor</i>)	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	51				
Average Score	4.64				

Overall recommendation : _____


DENNIS P. PEQUE
 Name of Head

1/25/19

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	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 activity.	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:


DENNIS P. PEQUE
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Reynaldo N. Gloria
Performance Rating : 4.5/ (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 Target Date: September 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 Target Date: December 2018

Next Step:

One-on-one meeting with Mr. Gloria

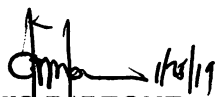
Outcome:

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:


DENNIS P. PEQUE
Unit Head

Conforme:


REYNALDO N. GLORIA
Ratee

EMPLOYEE DEVELOPMENT PLAN

Name of Employee	Reynaldo M. Gloria
Performance Rating	4.52 (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	Target Date: September 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	Target Date: December 2018
Next Step:	
One-on-one meeting with Mr. Gloria	
Outcome:	
His performance specific to seedling production has improved	
Final Step/Recommendation:	

Prepared by
DENNIS P. PEQUE
Unit Head

Conforms:
REYNALDO M. GLORIA
Date